

## HOW TO APPLY

Applications are made online. You will be asked to register for an online account using your email and you can save your progress, so you don't need to complete it all at one time. It is good practice to draft your personal statement (your document detailing how you match the person specification) in word processing software (MS Word or Google Docs etc) to help you review your statement before copying and pasting it into the online application form, as you will not be able to upload your document. The vacancy will close at midnight on the closing date and no applications can be submitted past the closing date.

You can submit a CV alongside your personal statement but this is not essential. You must demonstrate how you meet the skills and experience on the Person Specification, it's important you don't assume that the recruiting manager will be able to infer that you have the skills required for the role based on previous job titles.

One possible method of demonstrating how you meet the person specification is using STAR and describing the situation, task, action and result where applicable to each criteria set. For any qualifications required this can be simply stated.

### Shortlisting applications

Once the closing date has passed, the recruiting manager will review the applications to select a shortlist of candidates to invite to interview. This is done by each application being reviewed against the Person Specification. Your application must show how and to what extent you meet the essential criteria and, where possible, the desirable criteria. Candidates will be scored against these criteria and those with the highest scores\* will be invited to interview.

As soon as a shortlisting decision has been made, the Recruitment Team will contact applicants to arrange interviews or advise applicants they have been unsuccessful. We contact all unsuccessful applicants by email.

Normally, you would expect to hear from us within two to three weeks of the closing date.

We are proud to be a Disability Confident Employer. This means that candidates who are disabled (as indicated on the application form) and meet the essential criteria stated on the person specification must be invited for an interview, regardless of the nature of their disability. (<https://www.lboro.ac.uk/services/hr/recruitment-probation/disability-confident-employer/>)

Further guidance can be found here:

<https://www.lboro.ac.uk/services/hr/jobs/applications/>