

Application guidance

How to apply

All De Montfort University vacancies can be found at dmu.ac.uk/jobs. Once you have reviewed these and determined if you have the relevant qualifications and skills you can apply directly via our online application system.

If you require an application form or any other documentation in an alternative format please contact us with your requirements.

Completing the application form

- Examine the duties detailed on the job description and the skills, experience and competencies set out in the person specification.
- The person specification will have a list of essential and desirable levels of skill and competencies for the role. The essential criteria sets out the minimum requirements for an applicant to be shortlisted. If you do not demonstrate in your application how you fully meet the essential criteria you will not be shortlisted.
- The desirable criteria sets out the levels of skill and competencies which will be possessed by a good applicant. If relevant, it is important that you demonstrate how you meet any of the desirable criteria.
- In your application and, if applicable, at interview use examples of your previous experiences to demonstrate your competence, skills, knowledge and experience. Include any relevant experience you have gained from your current or previous jobs, community, voluntary or leisure interests, or other experiences from your daily life.
- The University is committed to interviewing applicants with a disability who meet all the minimum essential criteria for a job vacancy and will consider them on their abilities. We are a Disability Confident employer.

What to send

Once the application is submitted to the university, it is assessed against both the essential and desirable requirements. The decision to shortlist applications is based only on the information you provide. You must include clear evidence of how you feel you meet the specific requirements of the job, as detailed in the job description and person specification.

You can include this in the "Further information" section of the application. Should you wish to, you can attach a supporting statement or a copy of your CV.

Please note that CVs will only be accepted in support of a fully completed application and cannot be used on its own.

How to submit your application

Submitting your application using the online application system is our preferred channel, however, if you have an application form in an alternative format you may submit this via:

email before midnight on the closing date to: recruitment@dmu.ac.uk

post to: The Human Resources Department
 De Montfort University
 Eric Wood Building
 The Gateway
 Leicester
 LE1 9BH

If you apply online or by email, we will send you an acknowledgement by email to say we have received your application. However, we are unable to acknowledge the receipt of application forms received through the post but you are more than welcome to telephone us on +44 (0) 116 250 6168 to check that your application has been received. If you do not hear from us within 10 working days of the closing date it will mean that your application has not been successful.

Migrant Workers

If you are not a UK national, or from the European Community, you will need permission to work in the UK. A Certificate of Sponsorship will be required for applicants from outside the EEA.

An employer will not be able to get a Certificate of Sponsorship for an applicant if the post can be filled by a UK or EEA resident. It is therefore unlikely that an applicant from outside the EEA will be considered unless the post is classed as a shortage occupation or we have been unable to appoint someone from within the EEA. If you are made an offer of employment, we will need to apply for a Certificate of Sponsorship on your behalf and require you to provide all the relevant information and Documentation required in a timely manner.

Data Protection

Your application will be shared with people involved only in the recruitment process and will be held on file for 12 months.

Equality and Diversity

The policy of De Montfort University is that no person should be discriminated against by reason of their race, religion or belief, gender reassignment, marital status, sex, sexual orientation, age, disability, pregnancy and maternity. Please can you complete the enclosed equality and diversity form for monitoring purposes.

If you have a disability we will make reasonable adjustments to assist you in attending an interview if selected. Please let us know on the application form any adjustments required to make this possible.