

Application FAQ's

Here are the questions that we are asked most frequently. We update these regularly so feel free to check back for the most up-to-date version.

Can I submit an application form without applying for a specific position?

No. We are unable to accept speculative applications. When you apply it must be for a specific post that is currently being advertised.

Can I submit a CV as part of my application?

Yes. However, this should only be used to add information that you have not been able to include in your application form. For example, if you have an academic background and wish to include a list of any publications or journals that you have written.

Please remember that even with the addition of a CV you must still complete each section of the application form as a CV will not be accepted without a fully completed application form.

Can I submit a CV and covering letter instead of an application form?

No. The Recruiting Manager will not consider a standalone CV or covering letter without a fully completed application form.

Can I apply for more than one post by submitting one application form?

No. You must complete and submit a separate application for each post you are applying for.

When will you be contacting my referees?

References will only be taken up at the job offer stage. Our application process will ask if you want us to notify you that we are taking up references. Please note that one reference must be your present or last employer.

Why do I need to complete the Equal Opportunities section of the application form?

De Montfort University is positive about recruiting people with the right mix of skills and abilities, regardless of race, disability, sex or age. Please note that the Equal Opportunities section of the application form is for statistical purposes only and will not be passed on to those involved in the selection procedure. The information you give will be treated in confidence.

Why does the application form ask if I have a disability?

The university will guarantee to interview disabled candidates who meet the essential criteria of the person specification, as per the Disability Confident initiative. The Human Resources Recruitment Team will need to be aware of any disability in order to guarantee an interview to the disabled candidate as well as needing to make any reasonable adjustments you require so that we may assist you to participate in the selection process, for example, a disabled persons' car parking space, a British Sign Language Interpreter or information in another format.