

## Guidance for Completing an Online Application

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### Registration

In order to apply online for a vacancy, you will have to register with a valid email address. The email address will be used to acknowledge receipt of your application.

In order to register you will need to enter a username and password of your choice.

Your password must:

- Be a minimum 8 characters
- Have at least one upper case (A - Z) character
- Have at least one lower case (a - z) character
- Have at least one number (0 - 9)
- Have at least one symbol or special character ( ~ ! @ # \$ % ^ & \* ( ) \_ + - = { } | [ ] : < > ? , . / )
- Not contain any spaces or tabs

For example: Password1!

If you are a De Montfort University employee you should use the 'Internal Candidate' option to log-in to DMUhub through single sign-on. This will allow you to apply for both internal only and external advertised positions.

### Completing the Application Process

**Dependant on the type of role for which you are applying some or all of the sections below may apply.**

#### **Section 1 - Personal Data**

Please enter the information as required. If you do not wish us to contact you via email then we will contact you via the postal address you provide. Once you have applied for a position via our online application your details will be saved in our system. You are free to update these at any time.

#### **Section 2 - Education, Training & Professional Qualifications**

Please enter the details of all relevant qualifications. Where you have obtained a number of like qualifications at the same time, please group these together in one qualification i.e. '2 GCSE' obtained in June 1997 might be grouped together. Please enter the most recent/relevant to the position for which you are applying. If you are making multiple applications for a variety of roles, you can change the qualifications to be applicable for each role.

Enter the details of any relevant training or courses of study you have completed. This may include the details of all the schools, colleges, universities and/or other places of study that you have attended for education and training purposes. Please enter the most recent/relevant to the position for which you are applying.

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### **Section 3 - Employment History**

Please list your current and previous employment history, providing full details of any period not accounted for by full-time education or employment, including travel, voluntary work and a brief description of your role. If you are unemployed or in education please leave this section blank.

### **Section 4 - Preferences**

To assist us with matching your preferences to our requirements, please let us know the areas of the university that are of interest, salary expectations and type of employment you are looking for.

### **Section 5 - Additional Information**

Before you submit an application, we would like to capture some additional information about you, including who your referees are.

For your references, please give the names of people who are prepared to provide us with a reference regarding your suitability for the post for which you are applying. One of these should be your Present or Most Recent Employer. School / College leavers should give the names of lecturers / tutors / head teachers. You should not give friends or relatives as referees. The number of referees depends on the job for which you are applying.

Equality and Diversity information will remain confidential and will only be used for monitoring and statistical purposes.

You can change the information in the questionnaire at any time until you submit your application

### **Section 6 - Attachments for Academic and Research supporting information**

For academic or research posts, you may upload one document, such as a list of publications, unpublished research and grants, etc. For senior management posts, you may upload a comprehensive CV in support of your application. You are limited to one file upload with a maximum size of 4mb. This file must be one of the following file types \*.odt, \*.docx, \*.doc, \*.rtf and \*.pdf.

### **Section 7 - Personal Statement**

The University uses a formal shortlisting methodology as part of the recruiting process. For each of the essential criteria please describe your relevant experience or explain how you meet the requirement. Please provide supporting information, outlining any experience, skills and knowledge relevant to the post for which you are applying. It is important that you illustrate (using examples) how you meet the essential and, where possible, desirable criteria on the Person Specification.

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### Section 8 - Complete Application

Please check through your application ensuring all necessary sections are completed and documents are attached. If necessary, please use the Previous Step button or the numbers to make your amendments. When ready please progress to '8. Complete Application' to submit your application. You can send your application once you have confirmed your e-mail address and thus completed your registration. For this purpose, you will receive an e-mail from us with a confirmation link and your user name. Your application will be saved automatically. Once you have clicked the confirmation link, you can log on with your user name and password and submit your application directly. Once submitted the information will be transferred to our application form for shortlisting.

You may print a copy of your details for future reference.

If you have any queries or problems using the on-line application system please do not hesitate to contact us either by phone on: 0116 250 6168 or by email at [recruitment@dmu.ac.uk](mailto:recruitment@dmu.ac.uk).

Thank you for your interest in working at De Montfort University.