

GUIDANCE NOTES CANDIDATES

1. Please complete the Application Cover Sheet and Equal Opportunities Monitoring form and send these with your curriculum vitae **and** letter of application. Your letter of application should set out clearly how you meet the essential and desirable selection criteria for the post as listed in the job description. Please give examples where possible. Please do not attach reference letters or proof of qualifications.
2. A shortlist is drawn up on the basis of the experience and aptitudes, knowledge and attainments required to undertake the duties of the post as outlined in the further particulars. We will base our assessment of your application on the information contained in your curriculum vitae and covering letter. It is therefore important that you ensure that your application shows that you have the necessary skills and experience required.
3. Candidates are asked to note that, on occasions, references may be taken up prior to shortlisting for interview. You are reminded to put a cross in the appropriate box on the application cover sheet if you do not wish us to contact your referees at this stage.
4. University of Suffolk confirms its commitment to a comprehensive policy of equal opportunities. In order to help us monitor the effectiveness of this policy in our recruitment process, please complete and return the Equal Opportunities Monitoring form. Any information supplied will remain confidential and will not be used for selection purposes.
5. Positive about Disabled People - University of Suffolk holds the "Two Tick" symbol and guarantees to interview all disabled applicants who meet the minimum essential person specification criteria required for the post. For further information and to tell us about a disability, please see the equal opportunities monitoring form.
6. University of Suffolk has a notification under the terms of the Data Protection Act 1988 to enable it to hold and process personal data about potential members of staff for recruitment purposes. The data provided on the monitoring form is required to enable us to undertake and to monitor our recruitment procedures. Data will be kept secure and accurate and will only be disclosed to people who have a need to know in accordance with the University notification under the Act. In the case of subsequent appointment as a member of University staff, the data will be retained as the basis for the individual staff record.

Finally, please ensure that your application is received by us no later than 5.00 pm (unless otherwise stated) on the closing date shown in the job advertisement. Incomplete applications may not be considered.