



## Frequently Asked Questions – Applications

### **1. I am applying for more than one job, do I need to fill out a separate application form?**

For every post advertised you must ensure that you complete a separate application form and provide us with a separate supporting statement. You cannot use one application form to apply for more than one job. The information you complete on your initial application, including your supporting statement, will however be saved for 12 months for you to resubmit or amend to suit subsequent applications.

### **2. Can you tell me if you have received my application?**

The day after you submit your application you will receive an acknowledgement email confirming receipt.

### **3. I have made some mistakes on my application form - how can I correct them?**

Unfortunately, once you have submitted your application form online you cannot change your details. If you have submitted an application in error, please contact [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) and we will remove your application from the vacancy.

### **4. Who should I provide as my referees?**

Your referees must be able to assess your suitability for the post.

One of the nominated referees should be a manager from your current or most recent employment. If you have just completed full-time education, your course tutor, or other academic staff member familiar with your work, could be selected. Family members or personal friends should not be named as referees.

### **5. How long will I have to wait to find out if my application is successful?**

Normally you will hear from us within six weeks if you have been short listed for interview, otherwise you should assume you have been unsuccessful.

### **6. Can you send me a paper application pack?**

We would like to encourage you to apply online as the system is user-friendly and the application simple to complete. However if you would like a paper application pack please telephone the HR Helpdesk 0121 204 4500, leaving your name, address, a contact telephone number and, if you know it, the reference number for the job for which you would like to apply. We will send you a

paper application form for your completion. The information sent to you will be exactly the same as the information on our website and you should allow at least four working days for the information to arrive. Paper applications must be received before midday on the closing date to allow time for the application to be uploaded into our recruitment system.

## **7. What is the Equal Opportunities Form used for?**

Aston University is an equal opportunity employer and promotes equality and diversity in all aspects of its work. We are committed to the principles of the Athena SWAN Charter <http://www.ecu.ac.uk/equality-charter-marks/athena-swan/>, recognised by a bronze award and we are a Disability Confident Committed Employer Level 1: Disability Confident Committed - GOV.UK. We also strive to have robust inclusivity strategies in place, including race and sexual orientation, to encourage colleagues to have the confidence and freedom to be themselves in the workplace. For more information, visit: <https://www2.aston.ac.uk/about/inclusive-aston>

The information gathered on the equal opportunities form is used to assist us in monitoring the implementation and effectiveness of our Equal Opportunities policy. The information collected will be stored and processed in accordance with Data Protection Principles for the purpose of preparing anonymised statistical reports. The information will not be made available to the selection panel and will not, therefore, be used in any part of the recruitment decision making process.

## **8. Why do I have to fill in an application form?**

All applicants are required to apply for vacancies by completing an application form. A CV may be submitted to supplement the information provided in the application form.

Using an application form ensures that all applicants provide the information in the same format, which helps the selection panel to more easily compare the applications that they receive.

Once you have submitted an application to the University, the information you have input will then be available for you to use for any future applications for a period of 12 months.

## **9. I am interested in working in the University, is there a way I can be alerted to job opportunities?**

Job opportunities at the University may arise at any time of the year and so you may like to be alerted when we are advertising a particular type of role.

There are 2 ways in which you can register your interest, they are both absolutely free and you can choose whether to subscribe or unsubscribe at any time.

1. Jobs by E-mail, this enables you to schedule a job search, with the results then being sent to you via email.
2. RSS, this service enables you to subscribe to automatic updates via your web browser, enabling you to choose whether perhaps to be updated for jobs of a particular type or working in a particular department. (More information on RSS technology can be found [here](#))

## **10. What time does a vacancy close?**

All vacancies will close at midnight on the closing date specified in the advert.