

Application guidance

Application form, CV and covering letter

It is important that you provide accurate information in your application. Providing incorrect information or deliberately omitting relevant facts in your application could result in either disqualification from the selection process or, where the discovery is made after appointment, in dismissal from employment.

Shortlisted candidates

If you are shortlisted, we will contact you by email or telephone to arrange a convenient interview time. Any correspondence from the University Alliance is likely to be by email.

Due to the large number of applications we receive for each vacancy we will only be able to contact you if you have been successful in your application. If you have not heard from us within 28 days of the closing date, please consider that you have not been successful at shortlisting stage.

Interview expenses will not be reimbursed.

Successful candidates

The offer of appointment will generally be made verbally following the interview. The offer is conditional on the pre-employment checks including references, fitness to work and right to work in the UK.

Right to work in the UK

If you are successful in your application, you will be required to demonstrate your right to work in the UK. The latest information about your right to work in the UK is available on the UK government website [here](#)

Data

In compliance with the Data Protection Act 2018 the information contained in your application is used to shortlist and select for the position you apply for. If you are successful in your application, your CV/application and equal opportunities information will form part of your personal file and your personal data will be used for employment and payroll processing purposes.

For candidates who are not successful in their application, the information is usually kept for a maximum period of twelve months after the closing date and then destroyed. Only collated, anonymised data from the Equal Opportunities Monitoring section is kept after that period to enable effective monitoring to take place.