Applicant guidance

This guidance is to assist with the application for a job vacancy online and answers the following questions.

- How do I find a job vacancy at Goldsmiths?
- What do I need to do to apply?
- What information should I enter into my application?
- How can I withdraw me application?

Equality & Diversity.
This policy will be applied in a non-discriminatory way, irrespective of age, disability, gender, gender identity, gender reassignment, race, religion or belief or sexual orientation.

Accessibility
If a staff member require this procedure in an alternative format, please contact Human Resources HR@gold.ac.uk

Human Resources

Thank you for your interest in working at Goldsmiths, University of London. The following document has been put together as a guide to ensure that you provide us with an application that best reflects your skills and experience for the position you are applying for. Please do take the time to read these notes thoroughly before embarking on your application, you may also find it useful to refer to this guidance whilst completing your application form.

To complete your online application, please follow the steps below. All fields marked with a red asterisk * are compulsory and must be completed before moving to the next section. Each screen has instructions at the top and these should be read and followed.

We do not accept CV only applications, all applicants must complete the application form. Applicants are able to provide a CV to support the content of their application, however the form should be completed fully. For larger sections of text, you may wish to complete the statement in an offline document (e.g. Microsoft Word) and paste it into the relevant section on the form.

Should you wish to close your application and return to it at a later date, you can do this by logging off, ensuring that you have saved the completed sections. When you log in again you will see the role under 'Overview of applications' and can click into it to resume.

We use an online recruitment system and it is our preference that all applicants apply using our online form, however we understand that for some applicants this is not possible. If you do require a hard copy application form please email hr@gold.ac.uk or contact the Human Resources team on 020 7717 3388.

For any queries relating to the role, please contact the person named in the job listing, or if no name is listed email hr@gold.ac.uk. For any system queries, please contact agresso@gold.ac.uk.

You may also find it useful to visit the National Careers Service website. As well as offering application form completion, CV and interview advice, they also offer local careers advisory services open to all.

1. To begin, find a job you wish to apply for. Information on working at Goldsmiths can be found here http://www.gold.ac.uk/working/, including a link to current vacancies. Upon selecting an appropriate job, you will be presented with a screen similar to that which is below.

   The advert text will provide a brief summary of what the job entails and what kind of person we are looking for. If this interests you, click on the job description under 'Documents' for a full description of the role and a person specification. The job descriptions sets out the main duties and

responsibilities of the role and includes a person specification which details the skills and attributes required of the successful candidate.

Once you have reviewed the job description, it is important that you complete the application form as fully as possible to ensure that the shortlisting panel have a complete picture of your suitability for the role. This also applies to internal applicants, as the shortlisting panel cannot make any assumptions about your skills or experience and whether or not you are invited to interview is determined solely by the information you provide on your application form.

If you do wish to apply, click on 'Apply Now'.

2. You will be asked whether you have the right to work in the UK and should answer this honestly. You will be allowed to progress with your application regardless of your answer. Please select your answer and click 'Save'. You may find it useful to visit our immigration information page for staff.

If you answer 'Yes', you will move on to the step 3. If you select 'No' the following screen will appear. If you wish to proceed with your application, click 'Continue'. If you decide not to at this stage, click on 'Exit'.

3. If you have already applied for a job a Goldsmiths, you may already have login details. If so, please enter your details when you see the screen below.
   If this is your first time using the online application system, you will need to register by clicking on the 'register now' link. Please move to step 4.

Login Page

In order to apply for a job, you first need to be registered. Please log in below using your existing username and password - once logged-in, you will be presented with the application form for the job that you have chosen to apply for.

If you have not already registered, then please click on the link to register now.

Email Address *

Password *

Password Reminder

If you have registered but forgotten your password, click on the 'Password Reminder' link and you will be prompted to enter the email address you registered with, as below.

Password Reset - step 1 of 2

Please enter your e-mail address.

E-mail Address *   ██████@gold.ac.uk   ×

Cancel   Notify me

You will then see the following screen and should check your email and follow the instructions to reset your password.

Password Reset Step 1 Completed

If your profile is stored in our database, you will receive an email at a████r@gold.ac.uk to reset your password.

Continue

4. If this is your first time using the online application system, you will need to register. Please enter your personal details when you see the screen below and click 'Save'.

Register

Your password must contain the following

- a minimum of eight characters, two of which should be non-alphabetic
- please note that passwords are case sensitive

All fields marked with a * are mandatory.

Title *	[dropdown ▼]
First name *	[text field]
Last name *	[text field]
Email Address *	[text field]
Confirm email address *	[text field]
Password *	[text field]
Confirm password *	[text field]

[Save] [Cancel]

You will then be presented with the following screen. Please ensure you read the information and, if you agree, check the two boxes and click 'Save'. If you do not agree, you can end your application here.

How we use your personal data

Your personal data provided while using this website is held by Hireserve Ltd. acting on behalf of Goldsmiths, University of London. Only staff who need to see your application for administrative purposes, selection, statistical analysis and research will have access to it, and the application will be destroyed after one year.

Goldsmiths is committed to providing a safe, welcoming and inclusive environment for everyone. This is underpinned by our values of respecting the individual, promoting access and diversity, and supporting our students and staff.

Data collected for Equality and Diversity is used to help us gain a more in depth understanding of our staff, helping us to target areas where we can provide better support for those who may need it. This data is kept separately from the rest of your application and is not viewed by staff involved in short-listing or selection decisions.

Should you be appointed to a position, the personal data provided on application (including Equality and Diversity data) will continue to be held by the College as part its employee records. The College's Data Protection Policy and the Staff Privacy Statement contain information about how your personal data will be processed if you become an employee.

Please contact the Human Resources Department hr@gold.ac.uk if you require any further information about the processing of your personal data.

Do you agree to the above statement? * ☐

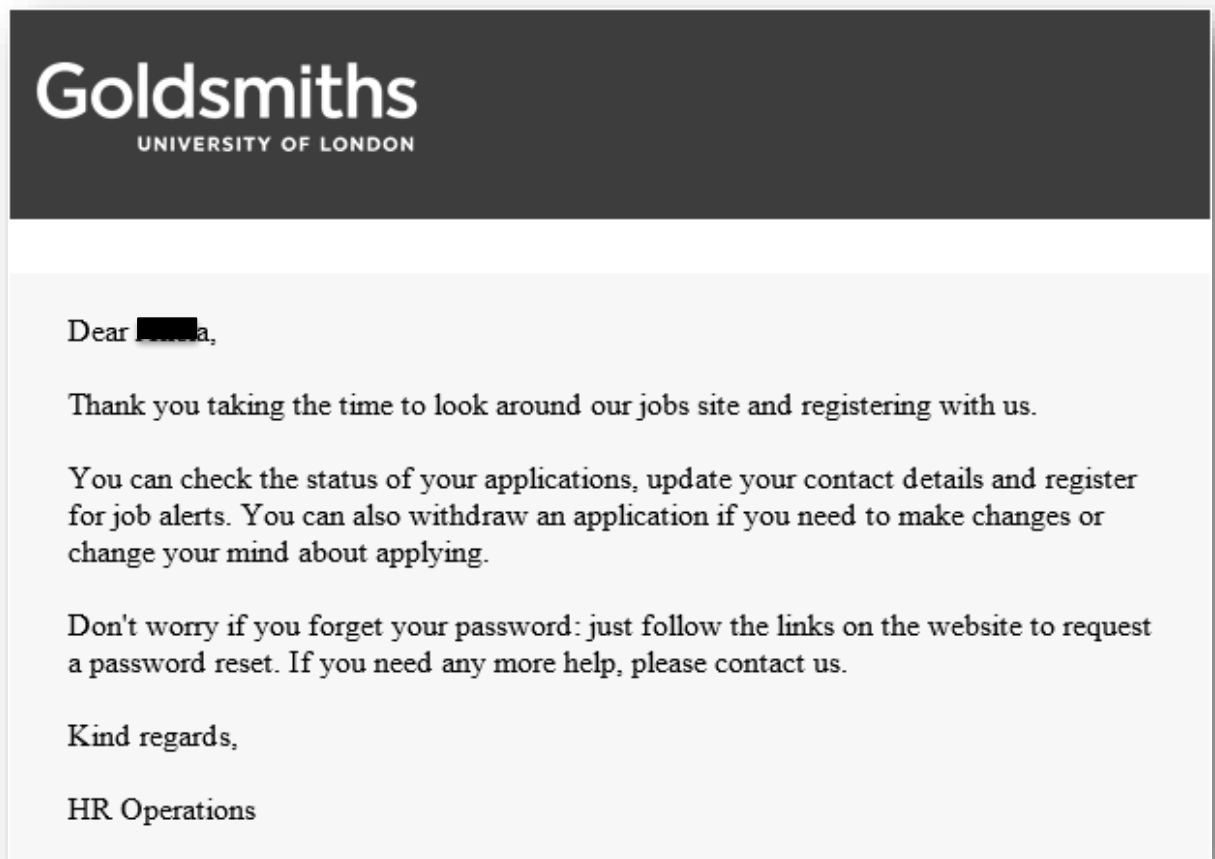Are you satisfied that this section is complete? ☐

Save   Cancel

5. You will be asked to enter further personal information into the screen below. Once you have entered your information, check the box to the confirm the section is complete and click 'Save'.

Personal Details

Title *   Miss ▾

First name *   ████

Last name *   ████

Mobile number   [   ]

Home Telephone Number   [   ]

Work Telephone Number   [   ]

Are you a Goldsmiths College   ☐
employee or an agency worker
currently on assignment with
Goldsmiths College

Do you have 'At Risk' status at   ☐
Goldsmiths College?

Address 1 *   [   ]

Address 2   [   ]

Town/City *   [   ]

Post code   [   ]

Country *   [▾]

National Insurance number (if   [   ]
unknown please state N/A) *

Are you satisfied that this section is complete?   ☐

[Save]   [Cancel]

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Once you have registered you will be sent an email (to the email address you registered with), as below. You should keep a record of your password. The system will retain your personal details, employment history and referee details for future applications and you can edit these details as appropriate for future applications.

Goldsmiths
UNIVERSITY OF LONDON

Dear ████a,

Thank you taking the time to look around our jobs site and registering with us.

You can check the status of your applications, update your contact details and register for job alerts. You can also withdraw an application if you need to make changes or change your mind about applying.

Don't worry if you forget your password: just follow the links on the website to request a password reset. If you need any more help, please contact us.

Kind regards,

HR Operations

6. The following screen will ask you to enter information about your current (or most recent) employment. You should also upload your CV here by clicking 'Browse' and then selecting the file from wherever it is saved on your device. Once completed, check the box confirming this and click 'Save'.

Current Employer

Current Employer *

Current Job Title *

Current Salary (£) *

Current Notice Period *

If Other:

Upload your CV (For non-academic roles, a CV is not compulsory, however you may upload your CV if you wish to)

Browse...

Are you satisfied that this section is complete? ☐

Save   **Cancel**

7. The next screen, below, asks for information on your secondary and further education. To enter information on an institution, click on 'Add'.

Secondary and Further Education History

To enter a new record, please click the Add button.

No Records Found.

Are you satisfied that this section is complete? ☐

Done   **Cancel**   **Add**

The below screen will appear and you should enter your information, then click 'Save'.

Secondary and Further Education History

To enter a new record, please click the Add button.

Date from *	month ⌄	year ⌄
Date to *	month ⌄	year ⌄
Name of school(s) and college (s) attended *		

Save   Cancel

The following summary screen will show. To add further institutions, click 'Add' again and follow the instructions above. When all the information for this section has been added, tick the box to say you are satisfied the section is complete and click 'Done'. To delete any entry made previously, click on the red cross to the right of the relevant line.

Secondary and Further Education History

To enter a new record, please click the Add button.

Date from	Date to	Name of school(s) and college (s) attended	
01/1952	04/1957	St Hatcham	✗

Are you satisfied that this section is complete? ☑

Done   Cancel   Add

8. The next screen, below, asks for information on your higher education. To enter information on an institution, click on 'Add'.

Higher Education History

Please enter the dates, names of colleges and/or universities you have attended.

No Records Found.

Are you satisfied that this section is complete? ☐

[Done] [Cancel] [Add]

The below screen will appear and you should enter your information, then click 'Save'.

Higher Education History

Please enter the dates, names of colleges and/or universities you have attended.

Date from *   [month ▾] [year ▾]

Date to *   [month ▾] [year ▾]

Type *   [▾]

College/University: * [▾]

If Other please specify: [   ]

[Save] [Cancel]

The following summary screen will show. To add further institutions, click 'Add' again and follow the instructions above. When all the information for this section has been added, tick the box to say you are satisfied the section is complete and click 'Done'. To delete any entry made previously, click on the red cross to the right of the relevant line.

Higher Education History

Please enter the dates, names of colleges and/or universities you have attended.

Date from	Date to	Type	College/University:	If Other please specify:	
02/1955	07/1965	Higher Education (College/University)	Other	Goldsmiths	✖

Are you satisfied that this section is complete? ☐

Done   Cancel   Add

9. Next, in the screen below, you are asked to enter your qualifications. Again, click 'Add' to enter details.

Qualifications

Please input all the exams you have taken from GCSE upwards and the grades you were awarded, including fails and resits. For non-UK qualifications please give the original results, not the UK equivalents.

To add qualifications, please choose the appropriate level and click 'Add'. The order that you enter your qualifications is not important, but you must ensure that you detail all of the exams you have sat and the grades you were awarded.

For any qualifications you have yet to complete, please enter them here along with your expected result(s).

No Records Found.

Are you satisfied that this section is complete? ☐

Done   Cancel   Add

The following screen will allow you to enter details. You can expand on any particularly relevant qualifications in the application questions. Please note that we will ask you to verify these if appointed. Once you have entered the details, please click 'Save'.

Qualifications

Please input all the exams you have taken from GCSE upwards and the grades you were awarded, including fails and resits. For non-UK qualifications please give the original results, not the UK equivalents.

To add qualifications, please choose the appropriate level and click 'Add'. The order that you enter your qualifications is not important, but you must ensure that you detail all of the exams you have sat and the grades you were awarded.

For any qualifications you have yet to complete, please enter them here along with your expected result(s).

Date *   [month ▼]   [year ▼]

Level of Qualification *   [▼]

Type of Qualification *   [▼]

Degree Type (if applicable)   [▼]

Subjects (other):   [   ]

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Result   [▼]

Result (other):   [   ]

Is this an expected result?   ☐

[Save]   [Cancel]

The following summary screen will show. To add further qualifications, click 'Add' again and follow the instructions above. When all the information for this section has been added, tick the box to say you are satisfied the section is complete and click 'Done'. To delete any entry made previously, click on the red cross to the right of the relevant line.

Qualifications

Please input all the exams you have taken from GCSE upwards and the grades you were awarded, including fails and resits. For non-UK qualifications please give the original results, not the UK equivalents.

To add qualifications, please choose the appropriate level and click 'Add'. The order that you enter your qualifications is not important, but you must ensure that you detail all of the exams you have sat and the grades you were awarded.

For any qualifications you have yet to complete, please enter them here along with your expected result(s).

Date	Level of Qualification	Type of Qualification	Degree Type (if applicable)	Result	
02/1952	Baccalaureate	Foundation Course			✖

Are you satisfied that this section is complete? ☑

[Done] [Cancel] [Add]

10. If you have any professional qualifications, or are a member of any professional body, please click 'Add' when you see the below screen. If not, check the box to say the section is complete and click 'Done'.

Professional Qualifications

No Records Found.

Are you satisfied that this section is complete? ☐

[Done] [Cancel] [Add]

If you click 'Add', you will then see the below screen and can enter details. Please click 'Save' when you have done so.

Professional Qualifications

Qualification *

Result *

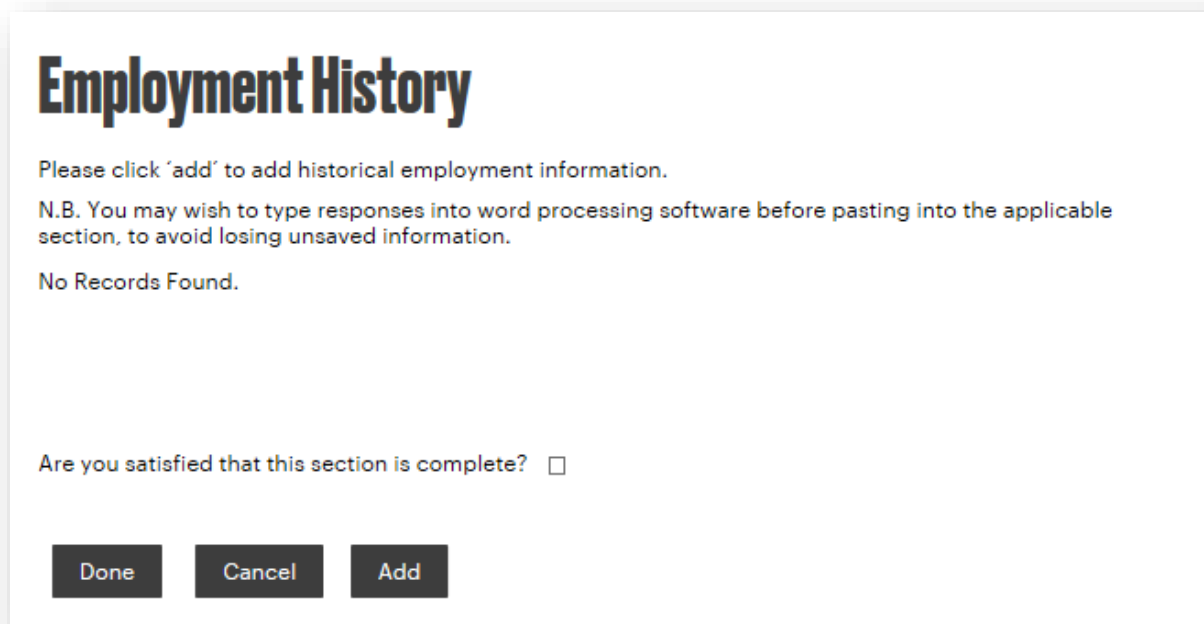Date Achieved *   month   year

Save   Cancel

The following summary screen will show. To add further professional qualifications, click 'Add' again and follow the instructions above. When all the information for this section has been added, tick the box to say you are satisfied the section is complete and click 'Done'. To delete any entry made previously, click on the red cross to the right of the relevant line.

Professional Qualifications

Date Achieved	Qualification	Result	
08/1967	CIMA	Pass	✖

Are you satisfied that this section is complete? ☐

Done   Cancel   Add

11. Next, the screen below asks you to enter your employment history. Click on 'Add'.

Employment History

Please click 'add' to add historical employment information.

N.B. You may wish to type responses into word processing software before pasting into the applicable section, to avoid losing unsaved information.

No Records Found.

Are you satisfied that this section is complete? ☐

[Done] [Cancel] [Add]

You will see the below screen in which you can add employment details. Please enter details of your current and previous employers into the application form, starting with details of your most recent employment. Under the 'Description of Duties' field please provide an overview of your role and responsibilities within each position. You may wish to place emphasis on those duties particularly relevant to the job for which you are applying.

Employment History

Please click 'add' to add historical employment information.

N.B. You may wish to type responses into word processing software before pasting into the applicable section, to avoid losing unsaved information.

Date From *   month ▾   year ▾

Date To   month ▾   year ▾

Ongoing?   ▾

Organisation *   [   ]

Job Title *   [   ]

Description of Duties *   [   ]

0/1350

[Save]   [Cancel]

The following summary screen will show. To add further employment details, click 'Add' again and follow the instructions above. When all the information for this section has been added, tick the box to say you are satisfied the section is complete and click 'Done'. To delete any entry made previously, click on the red cross to the right of the relevant line.

Employment History

Please click 'add' to add historical employment information.

N.B. You may wish to type responses into word processing software before pasting into the applicable section, to avoid losing unsaved information.

Date From	Date To	Organisation	Job Title	
05/1956	08/1970	Goldsmiths	Accountant	✖

Are you satisfied that this section is complete? ☐

[Done]   [Cancel]   [Add]

In the below screen, you should take the opportunity to demonstrate how you meet the essential criteria, as laid out in the person specification. This section is provided so that you can provide additional information about yourself which you feel is relevant to your application and provides you with the opportunity to stand out and demonstrate your suitability for the post. Use this section to provide evidence and examples to illustrate your suitability for the position, and how your skills, experience to date, qualifications and training make you a suitable candidate for the position you are applying.

Occasionally, the number of essential criteria listed in the person specification may exceed the number of boxes available. Where this is the case, it is fine to enter the information for more than one criteria into the same box, please just ensure that you label the response for each criteria clearly.

When complete, please tick the box and click 'Save'.

Essential Criteria

Please specify how you meet each of the Essential Criteria as detailed in the job description Please state 'N/A' in the text box if the job description does not specify any criteria.

N.B. You may wish to type responses into word processing software before pasting into the applicable section, to avoid losing unsaved information.

Essential Criterion 1 *

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Essential Criterion 2 *

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Essential Criterion 3 *

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Essential Criterion 4 *

0/28800

Essential Criterion 5 *

0/28800

Essential Criterion 6

0/28800

Essential Criterion 7

0/28800

Essential Criterion 8

0/28800

12. In the below screen, you should take the opportunity to demonstrate how you meet the desirable criteria, as laid out in the person specification. This section is provided so that you can provide additional information about yourself which you feel is relevant to your application. This section provides you with the opportunity to stand out and demonstrate your suitability for the position. Use this section to provide evidence and examples to illustrate your suitability for the position, and how your skills, experience to date, qualifications and training make you a suitable candidate for the position you are applying.

    When complete, please tick the box and click 'Save'.

Desirable Criteria

Please specify how you meet each of the Desirable Criteria as detailed in the job description? Please state 'N/A' in the text box if the job description does not specify any criteria.

N.B. You may wish to type responses into word processing software before pasting into the applicable section, to avoid losing unsaved information.

Desirable Criterion 1

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Desirable Criterion 2

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Desirable Criterion 3

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Desirable Criterion 4

0/28800

Desirable Criterion 5

0/28800

Are you satisfied that this section is complete? ☐

Save   Cancel

13. When you see the below screen, please give details of two or three people who may be approached for a reference who can comment on your suitability for this position, covering at least the past three years. Both/ all should be employer references with one referee being your present or most recent employer.

Please indicate for each of the referees you have provided whether we can contact them without further permission from you. Where possible

we prefer to contact referees by email so, if possible, please provide an email address.

Referee Contact details

Please provide a minimum of 2 referees for non-academic posts and 3 for academic posts, to cover at least the last 3 years

Referee 1

Can we contact your references prior to making you an offer? ☐

Title *   [▼]

First name *   [   ]

Last name *   [   ]

Address   [   ]
                           [   ]
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Email *   [   ]

Mobile   [   ]

Landline   [   ]

Employer *   [   ]

Position *   [   ]

Relationship *   [   ]

14. Goldsmiths is a Disability Symbol user, which means that with regards to recruitment, we commit to interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities. Further information can be found here.

Please complete the below screen with your information, letting us know if you are eligible and wish to apply under the scheme. Once complete, please click 'Save'.

'Two Ticks -Positive About Disabled People' Scheme

Goldsmiths welcomes applications from disabled people. The College operates the 'Two Ticks - Positive about Disabled People' scheme, which, as part of its commitment to disability equality, provides guaranteed interviews to disabled candidates (as defined by Equality Act 2010) that wish to apply under the scheme*.

In order to qualify for a guaranteed interview, disabled candidates must meet the minimum essential criteria for the role being applied for.

Do you wish to apply for this position under the 'Two Ticks - Positive about Disabled People' scheme?
○ Yes
○ No

Do we need to make any specific arrangements in order for you to attend an interview? If yes, please give details.
○ Yes
○ No

0/28800

*For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person's life.

Are you satisfied that this section is complete? ☐

Save   Cancel

15. In the next screen, you are asked to submit your equality and diversity information using the drop down lists and check boxes. Goldsmiths is committed to equality and diversity, and therefore monitors all applications received. This will help ensure all applicants are treated fairly regardless of their gender, disability, religion or beliefs, sexual orientation, marital status, age, race, nationality, ethnic or national origins. The information you provide will be treated as strictly confidential and will be used only for equal opportunities monitoring purposes. This information will not be used at any stage of the selection process and will be handled on a confidential basis at all times.

When you are happy that the section is complete, check the tick box at the bottom and click 'Save'.

Equality and Diversity

'Together, we are different'

Goldsmiths is committed to providing a safe, welcoming, and inclusive environment for everyone.

The data collected in this section allows us gain a more in depth understanding of our community so we can provide support for those who may need it. This data is kept separately from the rest of your application and is not viewed by staff involved in short-listing or selection decisions.

If you do not wish to answer a question, please select *'prefer not to say'* from the drop down menu. Thank you for completing this section and helping us make progress in Equality and Diversity!

My gender is: *   [▼]

Is your gender identity the   [▼]
same as the gender you were
originally assigned at birth *

Nationality: *   [▼]

I would describe my ethnic   [▼]
group as: *

My age band is: *   [▼]

I would describe my sexual   [▼]
orientation as: *

I would describe my religion   [▼]
and/or belief as: *

Do you have an impairment,   ○ Yes
health condition or learning
difference? *   ○ No

                                                       ○ Prefer not to Say

If you answered yes to the
above question, which of the
below do you consider
belongs to you?
[▼]

Are you satisfied that this section is complete?   ☐

[Save]   [Cancel]

16. The next screen asks for additional information about you and your application.

Please indicate where you heard about the vacancy you are applying for, as this information is used by the HR team to monitor the effectiveness of methods for advertisement.

Please indicate if you have any criminal convictions. Having a criminal conviction will not necessarily prevent you from working for Goldsmiths; it will depend on the nature of the position you are applying for and the circumstances and background of the offence(s). For all positions we require that you declare any unspent convictions at the point of completing the application form, you will not be asked to provide details of your unspent conviction unless you are invited to interview. Some posts within the university require a DBS check, however this requirement will normally be detailed on the job advert and application form.

We would also like to know if you have worked at another Higher Education Institute within the UK so that we can collect your unique HESA number from them, should you be successfully appointed.

Once complete, tick the box to indicate you are satisfied that this section is complete before clicking on 'Save'.

Further Information

Where did you hear about this vacancy? *   [▼]

Other (please specify):   [   ]

0/900

Do you have any criminal convictions (unspent or pending)? *

○ Yes
○ No
○ Prefer not to Say

If yes, please provide details: [   ]

0/1800

If you have ever worked for a Higher Education Institute within the UK, please select the most recent   [▼]

Are you satisfied that this section is complete? ☐

[Save] [Cancel]

17. Now that all of the sections of your application have been completed, you will see the summary screen below. If you have not completed any of the sections, or not ticked the box to say it is complete and clicked 'Save', the status will show as incomplete and you will need to finish this section before you are given the option to submit your application. You can edit any section by clicking into its heading on the left.

To see a pdf version of your application, for review or to print it, click on 'Preview application'.

Once you are happy with your application, click on 'Submit application'.

Please note that, once submitted, this application cannot be amended, so only submit it once you are sure that you have entered everything you wished to.

Application Progress

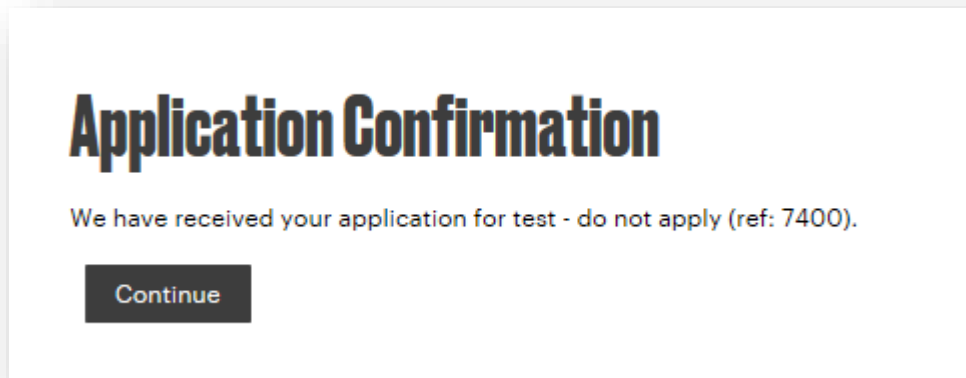To get back to any section of your application, please click on the section links below:

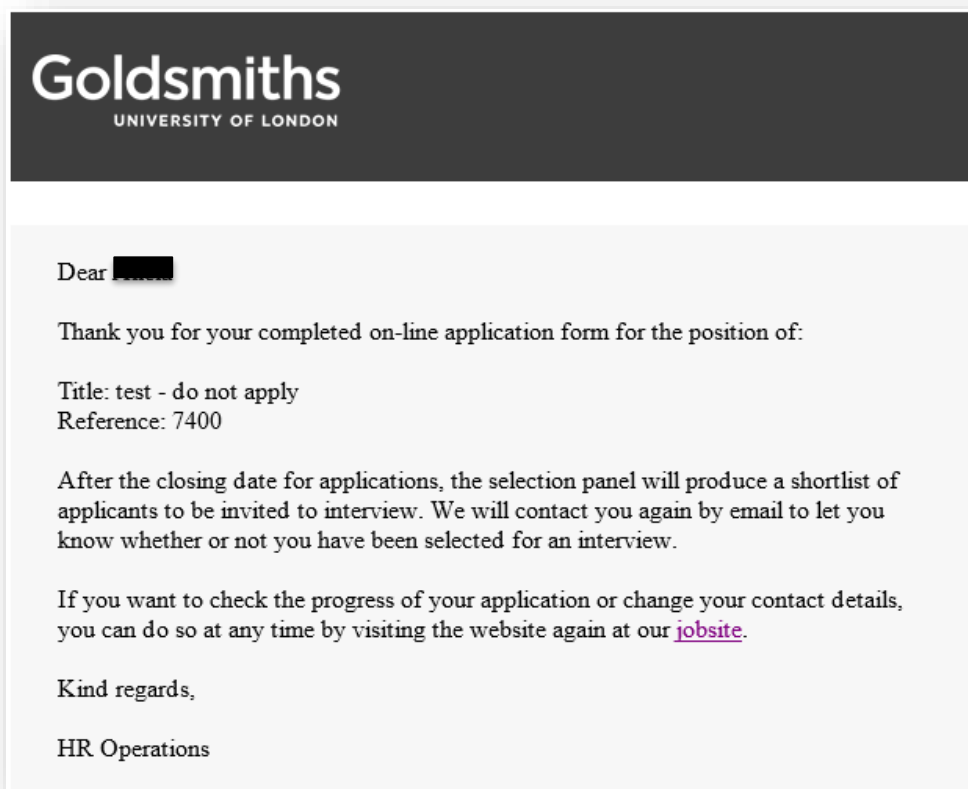| Section	Status	Started
Pre-Application Screening	Completed	17/12/2015 10:32
Personal Details	Completed	17/12/2015 10:50
Current Employer	Completed	17/12/2015 10:57
Secondary and Further Education History	Completed	17/12/2015 11:00
Higher Education History	Completed	17/12/2015 11:01
Qualifications	Completed	17/12/2015 11:02
Professional Qualifications	Completed	17/12/2015 11:14
Employment History	Completed	17/12/2015 11:17
Essential Criteria	Completed	17/12/2015 11:20
Desirable Criteria	Completed	17/12/2015 11:21
Referee Contact details	Completed	17/12/2015 11:23
Positive About Disabled People	Completed	17/12/2015 11:23
Equality and Diversity	Completed	17/12/2015 11:25
Further Information	Completed	17/12/2015 11:26

[Preview application]

Your application has no errors and all sections have been completed. You may now submit this application. Please ensure that you are happy with all your answers.

[Submit application]

18. Once your application has been submitted, you will see the following screen. Click 'Continue'.

Application Confirmation

We have received your application for test - do not apply (ref: 7400).

Continue

You will also receive an email containing the following text.

Goldsmiths
UNIVERSITY OF LONDON

Dear ▮▮▮▮

Thank you for your completed on-line application form for the position of:

Title: test - do not apply
Reference: 7400

After the closing date for applications, the selection panel will produce a shortlist of applicants to be invited to interview. We will contact you again by email to let you know whether or not you have been selected for an interview.

If you want to check the progress of your application or change your contact details, you can do so at any time by visiting the website again at our jobsite.

Kind regards,

HR Operations

19. You can log into your account anytime to view the status of your application under the heading 'Stage'. To view your application in pdf format, simply click on the job title of the post.

Once the deadline passes and shortlisting is completed, you will receive an email letting you know whether or not you have been selected for interview. Please note that we are unable to provide feedback on applications which are not shortlisted for interview.

20. If you decide that you want to withdraw an application, log into your account and click the menu icon ≡ at the top right of the screen. And click 'Withdraw Applications' in the menu which appears, as below.
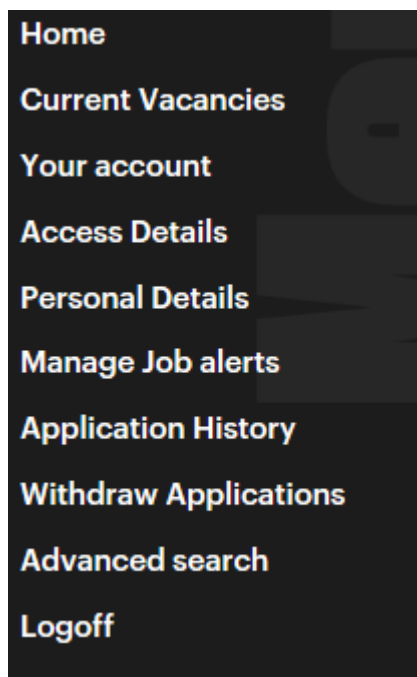
The below screen will appear and you should ensure the correct job is selected, then add any comments you have and click 'Save'.

Withdraw Application

Use this tool to withdraw from any currently active applications.

Job   test - do not apply / 7400

Comment

Cancel   Save

You will then be returned to your application history screen and will see confirmation of the withdrawal, as below.

test - do not apply	7400	Application Started	17/12/2015		
test - do not apply	7400	Job Application	17/12/2015	✉	📕
test - do not apply	7400	Withdrawn	06/01/2016	✉	
		Registered	17/12/2015	✉	

You will also receive the following confirmation email.

Goldsmiths
UNIVERSITY OF LONDON

Dear A▇▇▇▇

We note your withdrawal from the job of test - do not apply (7400) and our records have been updated accordingly.

If in the future you would like to consider other opportunities with us, please do return to our website.

We would like to take this opportunity to thank you for your interest and to wish you every success in the future.

Kind regards,

HR Operations

We wish you the best of luck with completing your application.

Alicia Nagar

HR Adviser (Research & Projects)

January 2016