

# Bangor University: Applicant Guide

## Contents

This guide provides an introduction on how to complete and submit an application for jobs advertised on the **jobs.bangor.ac.uk** website.

- Where are jobs advertised?
- How do I apply for a job?
- Completing an online application
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- Further Information

## Where are jobs advertised?

All current vacancies at the University are listed at [jobs.bangor.ac.uk](http://jobs.bangor.ac.uk)

- You can search by different criteria using the drop-down lists and then click **Search** or just click **Search** to look at all current vacancies

### Work @ Bangor University



Bangor University, which celebrated its 125th anniversary in 2009, is an established University with an international reputation for teaching and research. Its mission is to be a leading university which fosters the intellectual and personal development of its students and staff, provides a supportive multicultural environment, promotes widening access and inclusiveness and supports the economic, social and cultural development of Wales and the wider community.

#### Search Criteria

Job Category	<input type="text" value="- All -"/>
Contract Type	<input type="text" value="- All -"/>
Full / Part time	<input type="text" value="- All -"/>
Keyword	<input type="text"/>

Search

Search agent

The University has over 11 000 students (of which around 1500 are international students) and

- To view further details of any job, click on the Job Title link

» BANGOR HOME » JOBS

## Search Results

Search criteria selected: All Number of jobs, which match your criteria: 4

Job Number	Job Title	School/Department	Closing Date
BU00038	<a href="#">Job Details Test</a>	School of Chemistry	31-Dec-2099
BU00033	<a href="#">Chris Test Job</a>	School of Chemistry	31-Dec-2099
BU00028	<a href="#">CSS Worker</a>	Human Resources	31-Jan-2012
BU00025	<a href="#">Seb test</a>	School of Biological Sciences	30-Sep-2012

Search results: 1 to 4

[New Search](#) [Search agent](#)

This link will take you to a page providing further information on the following:

- The job reference number
- The grade and salary of the vacancy
- The reporting lines of the vacancy
- The closing date of the vacancy
- An overview of the vacancy
- Bangor University
- The College, School or Central Service Department the vacancy is in
- Details of the vacancy including the main duties and responsibilities and the person specification

At the bottom of the screen, there are four buttons you can select from:



- Close – select this to close this screen and return to the jobs you searched for
- Email a Friend – select this to send a link to this job to any friends who might be interested in this job. This will take you to a screen where you can enter their email address
- Print – this brings up a printer friendly version of the job details to allow you to print a copy of them
- Apply for a job – this takes you to the online application form. You will have the option to:
  - Create a candidate homepage. This will allow you to save your application and finish it later and will also save your data so you

don't have to fill in all your information every time you apply for a job

- Log-in to your candidate homepage
- Skip the log-in and just apply for the job

Submission for Job Details Test  
Job Reference BU00038  
Company

**Candidate Homepage** \* Required

Candidate Homepage login details	Candidate Homepage creation details
User ID * <input type="text"/>	Last Name * <input type="text"/>
Password * <input type="password"/>	First Name * <input type="text"/>
<input type="button" value="Login"/> <input <="" td="" type="button" value="Forgot your Password?"/> <td>Email * <input type="text"/></td>	Email * <input type="text"/>
	User ID * <input type="text"/>
	Password * <input type="password"/>
	Confirm Password * <input type="password"/>
	<input type="button" value="Create My Candidate Homepage"/>
<input type="button" value="Skip Login"/>	<input type="button" value="Cancel Submission"/>

## How do I apply for a job?

Although we are currently still accepting paper applications, online applications help us to provide you and our internal customers with the best possible service.

If you are unable to complete the application online, please contact the Human Resources Department on 01248 383865.

## Completing an Application Form

- Click on the [Apply for job](#) button
- A statement explaining how your data will be stored and used by Bangor University:



### Data Protection

The University will use the information given on your application for recruitment and selection, HR management and for employer candidates. The information you give us will be kept confidential and your personal information will not be disclosed to third parties necessary to confirm factual information provided by you. The information may be used to compile anonymous statistical data for be submitted to Government agencies such as the Higher Education Statistics Agency (HESA). Access to sensitive personal data is Resources staff with responsibilities in these areas. The personal data of unsuccessful candidates will be deleted after a period of 1

[Continue](#)

[Cancel Submission](#)

- Click on the **Continue** link to confirm you have understood the statement and want to proceed with your application.
  - If you do not wish to proceed you can select the **Cancel Submission** link
- You will then be taken through a short sequence of screens to allow you to complete the application and attach any relevant documents.
    - These can be saved at any point, allowing you to complete the application form over a number of sessions.
    - In this process a number of fields are mandatory, these are indicated with a red asterisk \*.
    - You will not be able to submit your application until these fields have been completed.

The next page gives you the option to create a candidate homepage, log-in to your candidate homepage or skip to the application without creating a homepage

The screenshot shows the Prifysgol Bangor University application interface. At the top, the university logo and name are displayed. Below this, the submission details are listed: 'Submission for Lecturer in Education', 'Job Reference BU00105', and 'Company'. A red bar highlights the 'Candidate Homepage' section. The page is divided into two main columns: 'Candidate Homepage login details' on the left and 'Candidate Homepage creation details' on the right. The login section includes fields for 'User ID \*' and 'Password \*', with a 'Login' button and a 'Forgot your Password?' link. The creation section includes fields for 'Last Name \*', 'First Name \*', 'Email \*', 'User ID \*', 'Password \*', and 'Confirm Password \*', with a 'Create My Candidate Homepage' button. At the bottom, there are two buttons: 'Skip Login' and 'Cancel Submission'.

PRIFYSGOL  
**BANGOR**  
UNIVERSITY

Submission for Lecturer in Education  
Job Reference BU00105  
Company

**Candidate Homepage**

**Candidate Homepage login details**

User ID \*   
Password \*

**Login** **Forgot your Password?**

**Candidate Homepage creation details**

Last Name \*   
First Name \*   
Email \*

User ID \*   
Password \*

Confirm Password \*



**Create My Candidate Homepage**

**Skip Login** **Cancel Submission**

- To log-in to your candidate homepage, fill in the left hand side of the page (User ID and Password). Click the **Login** button
- To create a candidate homepage, fill in the details on the right hand side of the page and click the **Create My Candidate Homepage** button
- Creating a candidate homepage allows you to view the status of your application and reuse your details in any future applications you might make. Whilst we'd recommend this, it is not required. If you would prefer not to, click the **Skip Login** button

Personal Information

Required Step

Title	<input type="text"/>
First Name *	<input type="text" value="John"/>
Last Name *	<input type="text" value="Smith"/>
Middle Name(s)	<input type="text"/>
Preferred Name	<input type="text"/>
Email Address *	<input type="text" value="j.smith@hotmail.co.uk"/>
Phone (Home)	<input type="text"/>
Phone (Mobile)	<input type="text"/>
Phone (Work)	<input type="text"/>
Address *	<input type="text"/>
Address 2	<input type="text"/>
Town / City	<input type="text"/>
County	<input type="text"/>
Post Code *	<input type="text"/>
Country (non-UK only)	<input type="text" value="Please select"/> <input type="text" value="Please select"/>
Social networking and instant messaging accounts	
 LinkedIn	<input type="text"/>
 Facebook	<input type="text"/>
Do you currently work for the university?	<input type="text" value="Please select"/>

Step 1 / 6

Next

Cancel Submission

Save Application

➤ This screen must be completed for all applications

- Please note that the Country field only needs to be completed for those living outside the UK

➤ Select **Next** to continue

The next screen allows you to capture details of your employment history, qualifications, rights to work in the UK, language skills and criminal convictions

**Structured CV** Required Step

**Education**

Add Section : Qualification Remove Section: Qualification

School / College / University

Qualification and Grade/Level

Year qualification gained

**Professional Qualifications / Memberships**

Please state any professional qualifications that are relevant to the post that you are applying for and any memberships of professional bodies.

Add Section : Professional Qualification / Membership Remove Section: Professional Qualification / Membership

Name of Professional Body

Membership / Grade

Date Awarded

**Employment History**

Please give full details of your complete work history over the past 10 years, or since school. This can include paid employment, voluntary work and work experience.

Add Section : Employer / Organisation Remove Section: Employer / Organisation

Employer / Organisation Name

Add Section : Positions Remove Section: Positions

Position Title

Start Date

End Date

Current  Yes

Brief description of duties

Reason for leaving

**Right to Work**

Are you free from immigration control and able to remain and work in the UK? \*

**Language Skills**

Do you speak Welsh? \*  Yes  A Little  No

Can you read Welsh? \*  Yes  A Little  No

Can you write in Welsh? \*  Yes  A little  No

Do you speak English? \*  Yes  A Little  No

- To enter more than one qualification:
  - Enter the details of your first qualification and click the **Add Section : Qualification** button
  - You can repeat this until all your qualifications appear on the form
- To enter more than one professional qualification or membership:
  - Enter the details of your first qualification and click the **Add Section : Professional Qualification / Membership** button
  - You can repeat this until all your qualifications appear on the form
- To enter your employment history:

- Enter the details of your previous job
- To add another job within the same organisation, click the **Add Section : Positions** button
- To add another job in a different organisation, click the **Add Section : Employer / Organisation** button

➤ Select **Next** to continue

The next screen gives you the opportunity to demonstrate how you meet the requirements of the job and allows you to capture details of your employment references

**Questionnaire** Required Step

In this section, you need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job. Where possible you should give examples of how, when and where you have used specific skills and abilities or needed to develop competencies in relevant areas. You can draw on your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job. \*

Are you related/connected to anyone in the University?  Yes  No \*

Please give current/last salary \*

Where did you see this post advertised? \*

If successful, would you prefer your interview to be conducted in:  Welsh  English  Welsh and English

**Reference Details**

Please give details of 3 referees who can comment on your suitability to do this job. At least 1 reference MUST be from your current or latest employer. It is University policy to require interview but if you do not wish for your current or latest employer to be contacted before the interview, please tick the box below. The University reserves the right to contact your following the interview and prior to offering a contract of employment.

**Referee 1 (Current or last employer)**

Name \*

Address \*

Email Address \*

**It would be preferable if an email address is provided**

This is my current employer  Yes  No

I would prefer if they were not contacted prior to interview  Yes  No

**Referee 2**

Name \*

Address \*

Email Address \*

**Referee 3**

Name \*

Address \*

Email Address \*

➤ Select **Next** to continue



The next screen allows you to attach CVs and other documents to your application

Application Process   Personal Information \*   - Structured CV \*   - Questionnaire 1 \*   - Attachments   - Questionnaire 2 \*   - Submit

Attachments		
Attached CV	-	<a href="#">Attach a new document</a>
Other attachment	-	<a href="#">Attach a new document</a>
Other attachment	-	<a href="#">Attach a new document</a>
Other attachment	-	<a href="#">Attach a new document</a>
Other attachment	-	<a href="#">Attach a new document</a>

[Previous](#)   Step 4 / 6   [Next](#)   [Cancel Submission](#)  
[Save Application](#)

- To attach a CV select the **Attach a new document** link.
- You can attach up to 5 documents but it is not mandatory to attach any documents.
- Please Note: Individual attached document cannot be greater than 2Mb in size.
  - The following attachment types are currently permitted:  
.bmp, .doc, .gif, .jpeg, .jpg, .pdf, .png, .rtf, .tif, .tiff, .txt, .xls, .docx, .xlsx, .ppt, .pptx
- Select **Next** to continue

The next screen allows us to capture your diversity information for equality monitoring purposes.

Application Process Personal Information \* - Structured CV \* - Questionnaire 1 \* - Attachments - Questionnaire 2 \* - Submit

**Questionnaire** Required Step

Under the University's Equal Opportunities Policy all papers relevant to the appointment process will be kept by the University for a period of 12 months, and subject to unfair discrimination, should write to the Equal Opportunities Officer detailing the nature of the complaint.

The University is a Registered User under the Data Protection Act 1998. The Equal Opportunities Data you have provided will be processed separately, and in University wide monitoring purposes and to comply with statutory obligations; it will not be released to any person involved in the Selection process for any j

Gender \*  Male  Female  
 Do not wish to answer

Age \*

Ethnicity \*

Nationality \*

Do you speak Welsh? \*  Yes  
 A Little  
 No  
 Do not wish to answer

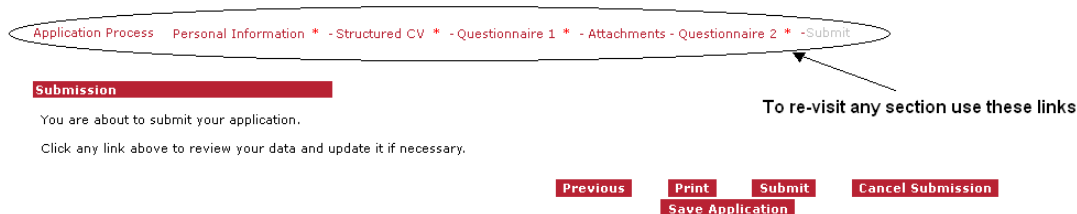
Disability \*

[Previous](#) Step 5/6 [Next](#) [Cancel Submission](#)  
[Save Application](#)

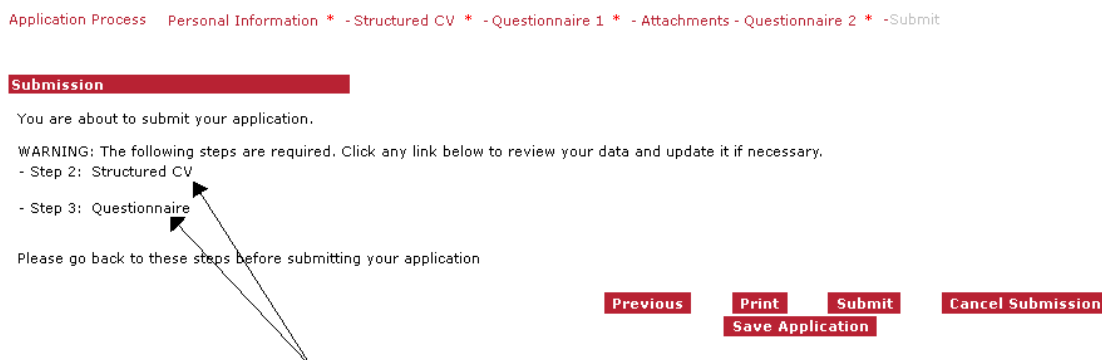
- Whilst the diversity questions on the form all require a response, 'Do not wish to answer' is available for all questions.
- This diversity information you provide will be handled in the strictest confidence and will only be used for statistical monitoring purposes. It will not be possible to identify you or any other individual from any reports produced.
- Your answers will be saved separately to your application. This section is confidential and anonymous. It will never be used in the selection process for any job.
- Select **Next** to continue

The next screen shows whether or not your application is ready for submission

- If all the required fields have been filled in correctly, the screen will appear like this:



- Click the Submit button if you are ready to submit your application
- If you want to revisit any of the sections before submitting, use the links at the top of the page (circled in the above image)
- If all the required fields have not been filled in correctly, the screen will appear like this:



- Click on the links to return to the screens with missing data
- All the fields with missing data will be highlighted in red
  - Once you have filled in the missing data, click the Submit link at the top of the page and click the **Submit** button

You should receive an email confirming your application has been submitted.

If you have chosen to create a candidate homepage, a separate email (titled 'Candidate Homepage confirmation message') confirming this has been created will be sent you.

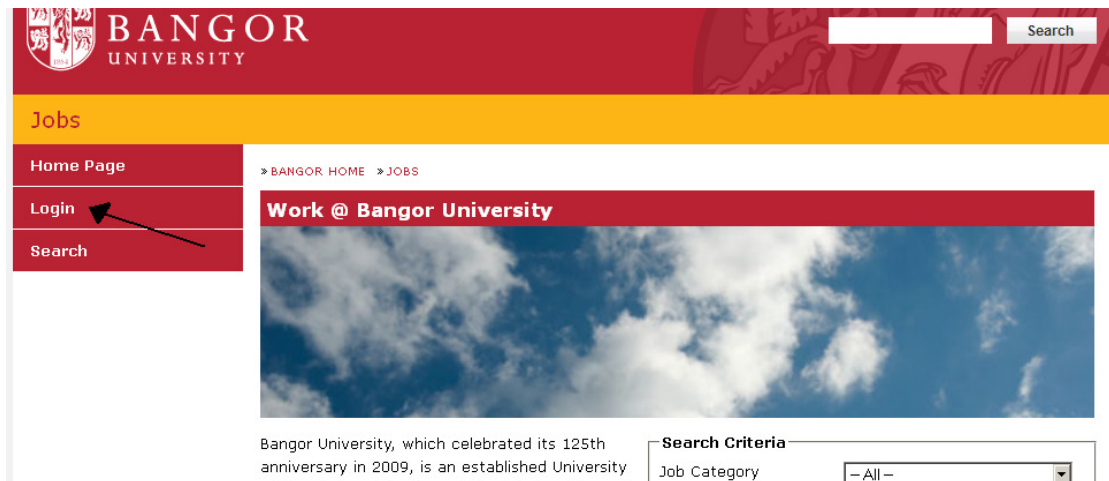
**Please note: the Candidate homepage confirmation message email does not confirm your application has been submitted. If you do not receive a separate message confirming your application has been received you have saved your application rather than submitting it.**

**To submit your application, please activate your homepage using the link provided in the email, access you application and select 'submit'.**

## Checking the Progress of your Application

If you created a candidate login page when you applied for a job, as well as receiving emails to inform you of the status of your application, you can log in to your candidate homepage.

- Go to the Bangor jobs page: <https://jobs.bangor.ac.uk>
- Click **Login** on the left hand side menu



- Enter your username and password and click the **candidate login** button
- If you have forgotten your username or password, you can click the **Forgot Password** link. This will open a new window. Enter the details required. You will receive an email with your username and password.

**Jobs**

Home Page » BANGOR HOME » JOBS » LOGIN

Login **Candidate Portal**

Search Welcome Jade Luke

Please, keep your personal data up to date. In this way, we are able to keep you informed regarding new job opportunities at our company.

- [\[Update your personal information\]](#)(Please note: this link will open the page in a new browser window.)
  - [\[View your personal information\]](#)(Please note: this link will open the page in a new browser window.)
  - [\[Change your password\]](#)(Please note: this link will open the page in a new browser window.)
  - [\[Delete my record\]](#)
- Your confirmed meetings Filter by All events

Meeting date	Meeting Information	Actions
Application history		
- | Application Date | Job Title  | Application Status |
|------------------|--|--------------------|
| 16-03-2012       | <b>Research Officer</b>  | Offered            |
|                  | <a href="#">List of documents</a> (Please note: this link will open the page in a new browser window.) |                    |
|                  | <a href="#">Withdraw my application</a>  |                    |

[Back to the Home Page](#)

Your candidate homepage gives you an overview of all your applications and interview information and allows you to change your personal details.

1. Clicking on these links will allow you to update your personal information, view your personal information, change your password and delete your record.
2. If you have been invited to any interviews (called Meetings), these will appear in a table format below these headings.
3. In this table, you can view all of your applications. You can see which jobs you have applied for, all the documents (application form, CV etc.) relating to the jobs, check the status of your application or withdraw your application

## Further Information

For further queries about a particular job, please contact the Human Resources Department:

Email: [recruitment@bangor.ac.uk](mailto:recruitment@bangor.ac.uk)  
 Phone: 01248 383865

For further queries about using e-recruitment please contact the HR systems team:

Email: [hr-systems@bangor.ac.uk](mailto:hr-systems@bangor.ac.uk)  
 Phone: 01248 382764.