

## Applying for a Vacancy - Frequently Asked Questions

### How can I find out about job opportunities at Southampton Solent University?

Please visit [Jobs at Solent](#) for details of our current vacancies.

### How do I apply for a position I have seen on the website?

To register, please visit [Jobs at Solent](#). You will need to set up an account with your email address and a user name. You will be provided with a secure password to log on to the system.

### What information should I include in my application?

Your application should provide clear evidence of your relevant qualifications, experience and ability to fulfil the requirements of the job, as detailed in the job profile.

### Can I submit a CV?

You can upload a CV to your application for a job.

### Do I have to apply online?

Yes applications must be submitted online. If you have a disability that makes it difficult for you to apply via the website, please email [recruitment@solent.ac.uk](mailto:recruitment@solent.ac.uk) or ring 023 8201 3961 to discuss other options.

### I am not a British/EEA national - can I still apply for a vacancy?

Yes, however if there are British/EEA nationals who meet the requirements of the job, we are unlikely to be able to grant a Certificate of Sponsorship.

### How can I check my application has been received?

You will be notified by email when you have submitted your application.

### What happens next in the application process?

Once the vacancy has closed and the recruiting manager has completed the short-listing, you will be contacted by email to advise if you have been short-listed for interview.

### Can I still apply after the closing date?

Unfortunately we do not accept applications after the closing date.

### Can I make a speculative application?

The University does not accept speculative applications.

### How do I get feedback on my application/interview if I am unsuccessful?

Due to the high number of applications we receive, we can only give feedback to interviewed applicants. If you have attended an interview and would like feedback please email us at [recruitment@solent.ac.uk](mailto:recruitment@solent.ac.uk) or ring 023 8201 3961.

### Will the University pay for my travel expenses?

No, the University does not cover travel expenses.

### Who should I contact if I have a general enquiry?

Please email [recruitment@solent.ac.uk](mailto:recruitment@solent.ac.uk) or ring 023 8201 3961.

### I would like to provide feedback on the service I have received, who should I contact?

Please email [recruitment@solent.ac.uk](mailto:recruitment@solent.ac.uk) or ring 023 8201 3961.