

Applying for a Vacancy - Guidance notes

Thank you for your interest in Southampton Solent University. These guidance notes have been designed to assist you in registering your details and applying for vacancies through [Jobs at Solent](#).

Registering Your Details

If you are using web recruitment for the first time, you will be required to register your details and create an account. Please click on the '[Register Now](#)' link and complete the required information.

Once you have registered, you will be sent a temporary password to the email address you provided. You will be required to sign in to your account within 8 hours of registering your details and will be prompted to change your password immediately. Please note passwords must have at least 5 characters and contain uppercase, lowercase and numeric characters.

The Application Form

If you wish to apply for any vacancy on the Jobs at Solent website, please click on the Vacancy and click 'Apply'. This will take you through to the online application form.

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 or ring 023 8201 3961 to discuss other options.

Your personal information will be populated automatically with the details you provided when registering with Jobs at Solent.

If you have previously submitted an application through the Jobs at Solent website, many fields will automatically populate based on the information you previously supplied. You will need to check that this information is still accurate and update as appropriate. Any job specific information (i.e. Relevant Experience) will need to be entered for each application that you submit.

CV's cannot be submitted in place of an application form; however you may submit a CV or additional document as supporting evidence through the Attach Documents menu (on the right-hand side of the page).

You can navigate through the application form by using the 'Next' button at the bottom of the page or by selecting the relevant section from the Application Pages menu (on the right-hand side of the page). You can save your application to make changes at a later date by clicking on the 'Save Draft' button at the bottom of the page. Please do not click the 'Submit' button until you have completed all of the necessary fields on the application and are ready for your application to be submitted for shortlisting.

Please complete all sections of the application form as applicable. Additional information on specific sections of the application form is provided below.

- **Equal Opportunities:**
This section is used to monitor our policies and will NOT be used in the selection of candidates.

- **Eligibility to Work in the UK and Visa Information:**
This section is used to assess eligibility for employment in line with UK law. This must be completed in full in order for your application to be considered.
- **Disclosure and Barring Service Checks:**
It is University policy to require applicants to disclose any “unspent” criminal convictions as part of their application. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 certain roles will require applicants to disclose their criminal convictions even if they are spent. Please refer to our [Guidelines on DBS Checks](#) for further guidance.
- **Potential Conflicts of Interest:**
Please declare any family/personal relationships with member of staff currently working within the School or Service where you are applying for employment.
- **Referees:**
Please give details of two employment referees, one of whom should be your present or most recent employer. Referees must be appropriate to the post for which you are applying, e.g. your manager. References will only be taken up if you are successful.
- **Relevant Experience:**
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. Please note this page has a 2000 character limit (including spaces). A continuation page is available if required.

For a discussion about any of the information above please contact People and Development on 023 8201 3961.

Submitting Your Application Form

Once you have completed all relevant sections of the application form and have attached any additional documents, please click on the ‘Submit’ button. At this stage you also have the option to be sent a copy of your application form for future reference. You will receive an email to confirm that your application has been successfully submitted.

Please note once you have submitted your application form no further changes can be made. If you wish to make further changes, you will need to withdraw your original application form (please see the notes below for details) and complete a new form.

Withdrawing Your Application Form

If you wish to withdraw an application you have submitted, please sign it to your account and choose the relevant form from the ‘Your Applications’ section. Please click on the ‘Withdraw Application’ button from the Application Management section. Please select the relevant reason for withdrawal and click ‘Confirm Withdrawal’.

Your Application Status

You will be contacted at each stage of the recruitment process by email to confirm the status of your application. Please note, if you are an internal employee all correspondence after the shortlisting stage will be sent to your Solent email account.

You can also view the status of each application by signing into your [Jobs at Solent](#) recruitment account and checking the 'Your Application's menu.

Maintenance of Your Account

Forgotten Password or Username

Please select the '[Forgotten your details](#)' link. Please enter your email address and select the required option from the 'Retrieve Detail' box. A reminder of your username or a new temporary password will be sent to you by email within 60 minutes. If you have requested a new temporary password, you will be required to sign into your account within 8 hours and will be prompted to change your password immediately.

If you attempt to sign in three times using an incorrect password, your account will become locked. You will need to wait 30 minutes for your account to become active, before attempting to sign in again or requesting a new password using the '[Forgotten your details](#)' link.

If you have forgotten both your username and password, please contact [People and Development](#).

Updating Your Personal Details

Please sign in to your account and select the 'Edit User Profile' link. Please amend your details as necessary and click Save.

You can also change your password or email address by selecting the appropriate link in the User Profile Management menu on the right-hand side of the page.

Delete Your Account

Please sign in to your account and select the 'Edit User Profile' link. Select the 'Delete Account' link from the User Profile Management menu. Please enter your password and select the appropriate reason for withdrawal.

Please note when you delete your account, all existing applications will be withdrawn. You will also be required to create a new account should you wish to apply for any future vacancies.