

# Guidelines for Candidates

These guidelines and the supporting information is intended to assist you in completing your application. Please read them carefully beforehand.

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# Application Stage

## Completion of Application Form

Your application form contains information that will be referred to during the selection process. The form must be clearly written (in black ink) or typed (in black), and completed in full.

You may also wish to submit a supplementary statement, clearly labelled with your name and the reference number of the post, to expand on your suitability for the post where you wish to provide more detail. Your application provides the opportunity for you to inform the panel clearly how you see yourself as being suitable for the post, drawing attention to achievements and experience which will be of particular relevance and interest to the Panel in their assessment of you.

A variety of assessment methods may be used as part of the selection process and this will include short listing against the application form and an interview. When completing your application, you should ensure that you address each of the criteria within the person specification and provide supporting examples to demonstrate how you fulfill these criteria as appropriate.

## Curriculum Vitae (CV)

Another important source of information in support of your application is your CV. Three copies of your CV must accompany your completed application form if sent by post.

Please ensure that your CV contains the following information:

- Details and dates of your current employment
- Details and dates of any previous occupation/employment
- List of publications etc where these are relevant to the post
- Any other relevant information about your experience and interests to which you wish to draw attention
- A supplementary statement/covering letter about your interest in and suitability for the post

If a CV is not required please ensure you complete the application in full as a CV will not be accepted.

## References

You have been asked to provide the details of a number of people whom we can contact to provide a reference to support your application (one referee should be your current or, if not employed, your most recent employer). Our normal practice is to seek references for short-listed candidates before interviews take place. Please let us know in advance if there is any reason why you would wish us not to contact any of your referees without speaking to you beforehand.

## Submitting your application

Your application must be submitted by the published closing date. You may submit your application form by post, by hand or by e-mail. Please note that we cannot guarantee that late submissions will be able to be considered.

If you are submitting your application by e-mail, please ensure that your application form, equal opportunities form and any other documents which you send to us contain your last name and the post reference number within the document name. The e-mail to which your documents are attached must also contain your name and the post reference number within the e-mail subject line.

## Equal Opportunities Monitoring Form

Please ensure that the Equal Opportunities Monitoring Form is clearly written (in black ink) or typed (in black), and completed in full.

# Interview Stage

## Organisation and Conduct of Interviews

The applicants that we wish to short-list will usually be contacted by email or occasionally by post or telephone either at home or on a business number supplied. Please advise us if you would prefer not to be contacted at work. Alternatively you may wish to provide a mobile phone number and/or a personal email address for complete privacy. We are unable to acknowledge postal applications unless a stamped addressed envelope is supplied and we will not acknowledge automatically applications sent by email.

If you do not hear from us before the interview date specified in the advert this will mean that, unfortunately, you have not been short-listed for the post.

Interviews will generally be held at the University and details of where you should go and to whom you should report upon arrival will be sent to you in a letter confirming the interview arrangements. You will usually have an opportunity to look round the University campus on an informal basis either before or after the interview.

Short-listed candidates who have attended for interview will be notified of the outcome of the interview. The means of communication and timescale will be discussed with you during the interview briefing but it is unusual for candidates to be asked to remain at the University to await a decision on the interview day.

All information recorded as a result of the interview process, including any written notes, will be confidential.

## Proof of Qualifications

The person specification for posts will list qualifications that are essential and/or desirable. You will have to state in your application form that you hold some or all of these qualifications and state the grade(s) obtained. You may be asked to bring to interview both the original and a photocopy of the certificates for these educational and professional qualifications.

## Selection Panel

The Selection Panel is likely to comprise up to six people, mostly drawn from the School or Unit in which the post is based, and to be chaired by a senior member of staff from another School or Unit. Most interviews are scheduled to last approximately 45 minutes, and you will be provided with an opportunity to ask questions about the post and the University.

You may also be required, separately from the interview, to give a brief presentation on a relevant topic and/or undertake a test(s) and/or to participate in some group activity, and this may involve a wider group of people than just the members of the formal Selection Panel. You will be provided with full details of the programme for the selection event in the invitation confirmation.

## Permission to Work in the United Kingdom

The provisions of the Asylum and Immigration Act 1996 require employers to verify that a person selected for employment is entitled to work in the United Kingdom (UK). The University is required to see and take a copy of an appropriate original document before employment commences. The University has a two staged process at interview and provisional offer stages. The University requires all short-listed candidates attending for interview to bring to interview the original and a photocopy of an appropriate document(s) to clarify their current immigration status (please see annex 1).

# Appointment Stage

## Offers of Appointment

An offer of appointment will be made to the successful candidate subject to the following:

- Occupational health clearance (our clearance procedures will ensure that any candidate who has communicated to us that he/she has a disability will not receive unfair treatment or discrimination because of that disability)
- Disclosure and Barring Service criminal record check (where applicable)
- The provision of original certificates of educational and professional qualifications
- The provision of original documentary evidence that you are entitled to work in the United Kingdom.

The formal offer of employment will be made in writing by the Human Resources Division as soon as possible and will include details of all relevant terms and conditions relating to the post. In the meantime it may be helpful to notify all applicants of a few standard conditions of appointment:

Academic Staff Duties - A member of faculty is required:

(a) to promote the study of his/her subject by teaching and research;

(b) to assume such duties and responsibilities appropriate to the appointment as may be assigned to him/her by the governing bodies of the University or by the Head of School or Director, as appropriate, acting on their behalf;

(c) to examine without further payment in the examination for degrees and diplomas of the University when required to do so.

The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during the working week in support of these goals. Absences for significant periods are by agreement with the Head of School or Head of Division.

## Permission to Work in the United Kingdom

For those successful candidates who require a sponsorship certificate or other approval issued by the Home Office Immigration and Visa Service to take up employment, the following applies:

- Where appropriate, the University will apply for a sponsorship certificate from the Home Office Immigration and Visa Service on behalf of the candidate offered employment. The individual will be required to supply original documents and certificates to support this application. Please note that due to the nature of some roles and the level of qualifications required, immigration legislation may not allow the University to apply for a sponsorship certificate. The further particulars for the post will state whether this is the case.
- An application for an immigration employment document, such as a sponsorship certificate, does not act as an application for Further Leave to Remain/entry clearance. The individual will need to submit to the Home Office Immigration and Visa Service their own application for leave to remain/entry clearance. The individual will be required to provide the University with documentary evidence of approval.
- Applicants providing evidence from List B (annex 1) should be aware that some document checks also necessitate further checks to be made through the Home Office Immigration and Visa Service's Employer Checking Service. Documents which require such an additional check are identified within the List B.
- Under the provisions of the Immigration, Asylum and Nationality Act 2006, employment is subject to continued entitlement to work in the UK and under the terms of the Act the University is required to undertake an annual check of documents where a document from List B (annex 1) has been provided as proof of entitlement to work in the UK and continued employment is dependent on the provision of satisfactory original documents within the notified timescale when requested to provide them.

# Recruitment Policies

## Equal Opportunities Policy

The University of East Anglia is an equal opportunities employer and is committed to the promotion of Equal Opportunities for all its staff. To this end it will aim to ensure that:

- No job applicant or employee receives less favourable treatment on the grounds of sex, marital status, gender reassignment, race, colour, nationality, ethnic origin, disability, religion or belief, political belief, sexual orientation, pregnancy or childbirth, membership of a trade union, part-time working or age.
- Job applicants and employees who are disabled, become disabled, or have a disability receive no less favourable treatment than others on the grounds of that disability unless, after making reasonable adjustments, there remain material and substantial reasons why it is not possible to do so.
- Selection practices, promotion criteria and access to training and development activities are kept under review to ensure that the selection, promotion, training and development of individuals are carried out on the basis of the job requirements and individuals' relevant skills and abilities alone.

The University is committed to a programme of action to make this policy fully effective. The policy statement recognises the University's legal obligations as an employer and also those that derive from its own Charter. The University recognises that there are many other factors that may lead to unfair discriminatory practices in employment, even if these are not unlawful. The University has developed a code of practice that is designed to promote equality of opportunity for all employees and to ensure that individual employment decisions are related only to the relevant merits and abilities of individuals.

To enable the University to pursue this policy effectively it is necessary to monitor applications and appointees to University posts to ensure that no job applicant should receive less favourable treatment on any grounds not relevant to good employment practice. In order to provide an accurate picture it is important that all applicants complete the equal opportunities monitoring form attached to the application form. The information provided will form a confidential database which will be used for statistical analysis only and it will not be used in the appointment procedure. The monitoring form will be detached from the application form before the selection process commences.

## Disability Policy

The University of East Anglia is committed to ensuring that staff with disabilities and those staff who develop a disability during the course of their employment are supported to achieve progress through the University. The University is also committed to ensuring that disabled people are encouraged to apply for employment with the University. Every reasonable effort will be made to provide a supportive environment and to ensure that they have an equal opportunity, so far as is practicable, to be selected, trained and promoted.

The University will provide, wherever possible, such resources as may be necessary to support the employment of disabled people and to make reasonable adjustments to support and enable disabled staff to be retained in the employment of the University.

# Travel to UEA

The University is located in the city of Norwich in the region of East Anglia which is comprised of the counties of Norfolk and Suffolk with Cambridgeshire (and Essex). Norwich is easily accessible by road, rail, bus and coach, and is particularly well served by the rapidly expanding Norwich International Airport which offers direct flights to and from Aberdeen, Amsterdam, Edinburgh, Manchester and Paris, and international connections to 200 cities worldwide.

## By Car

From London take the M11/A11 north; just outside Norwich take the A47 (Southern Bypass) in the direction of Swaffham; the University is signposted off at the next exit (B1108). If you are driving from the North or the Midlands, you can use the A47 via King's Lynn, or the new A14 as far as Newmarket and then take the A11 to Norwich. UEA is situated on the outskirts of Norwich, around two and a half miles west of the city centre, just off the Earlham Road (B1108) which is one of the main roads out of the city.

Upon Arrival - Please note, if you are travelling by car the University operates a 'Pay on Foot' car parking scheme. You should use the Earlham Road entrance to the campus. Staff at the Security Lodge (situated on your righthand side) will be able to advise whether or not there are spaces available for visitors on the Main Car Park. Alternatively, they will direct you to another suitable parking area. However, due to limited parking availability on campus, you should allow sufficient time to park.

## By Air

Norwich Airport has regular flights to and from Aberdeen, Amsterdam, Edinburgh, Manchester and Paris and international connections to 200 cities worldwide through regular direct flights to and from Schipol Airport in Amsterdam (KLM, Northwest, Air France). For international students and visitors, we strongly recommend flying into Norwich airport where possible. The campus is within easy reach from the airport by taxi, taking only 10-15 minutes.

For flights arriving at London airports (Gatwick, Heathrow and Stansted), we recommend coming to Norwich by National Express coaches or by train (see below). A taxi one way from Gatwick or Heathrow will usually cost well over £100, Stansted slightly less.



## By Bus and Coach

National Express coaches run from all major airports and cities in Great Britain to the Surrey Street Bus Station in the city centre and even to campus. Norwich city buses 25, 30 (term time weekdays only) and 35 run regularly from Castle Meadow and St Stephens Street close to the Bus Station in Norwich city centre to the university campus. Bus and coach enquiries (Traveline): (+44) (0) 871 200 2233. National Express enquiries: (+44) (0) 871 781 8181.

## By Train

Norwich is less than two hours from London by train and there is an InterCity rail links with the Midlands, the North of England and Scotland via Peterborough. National Express trains run from London Liverpool Street station approximately every half hour. Note that discount tickets are often available if purchased before the day of travel and can be significantly cheaper - but will only be posted to UK addresses. The easiest way to reach UEA from the station is by taxi, which costs less than £10 and takes approximately 15 minutes. There are also regular Norwich city buses direct to the University from the station forecourt (numbers 25 and 35). Rail enquiries: (+44) (0) 8457 484950.

## Norwich Research Park

The Norwich Research Park, which includes the John Innes Centre, the Sainsbury Laboratory, and the Institute of Food Research is situated off the Watton Road, adjacent to the university campus.

## Approved list of documents for verification of entitlement to work in the UK (as at March 2015)

The following lists, published by the Home Office, indicate which documents are acceptable as evidence of the right to work in the UK before you commence work. You must provide original valid documents for one of the criteria listed within List A or List B.

The lists provided may be amended by the Home Office from time to time and the University reserves the right to request documents in accordance with current published Home Office documents relevant to the date on which any check is made.

International students must also provide their employer with evidence of their academic term and vacation times for the duration of their studies in the UK while they work.

Please note: if you provide documents from List B and you are appointed to this post, you will be required to provide original documents demonstrating your continued entitlement to work in the UK upon the expiry date of leave.

### List A

**These documents demonstrate a continuous right to work in the UK.**

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.



## List B

### Group 1 – These documents demonstrate a right to work in the UK until the expiry date of leave.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A **current** passport or travel document endorsed with a 30 day short validity (travel) vignette). Such a document will be valid for 10 days from the date of entry to the UK to allow the holder to collect a Biometric Residence Permit.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### Group 2 – These documents evidence a right to work in the UK for 6 months.

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months old together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### UK, Swiss and Selected EEA Nationals.

- Citizens of the UK, Switzerland or the countries below have the right to work in the UK without restriction on the provision of acceptable documents from List A:
  - Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

### Non-EEA family members of EEA Nationals.

- Non-EEA family members of EEA Nationals will normally need a Residence Card in order to demonstrate their right to work in the UK. Further information can be found here <https://www.gov.uk/apply-for-a-uk-residence-card/overview>

### Additional information for Croatian Nationals

- If you are a **Croatian national** you will need either a blue registration certificate, or a purple registration certificate linked to a sponsorship certificate, in order to demonstrate a right to work in the UK and you can find further information here <https://www.gov.uk/croatian-national>

## **ADDITIONAL INFORMATION FOR STUDENTS**

### **UK, Swiss and EEA Students**

- You must provide acceptable documents in accordance with List A.

### **Croatian Students**

- You must apply for a yellow registration certificate and you can find further information here <https://www.gov.uk/croatian-national> . You cannot work more than 20 hours a week during semester time.

### **Tier 4 Visa Holders**

- If you are a student on a Tier 4 visa you must provide acceptable documents in accordance with List B and:
  - provide evidence of your semester and vacation dates;
  - if you are a postgraduate research student provide a letter from the PGR office outlining your working periods and annual leave arrangements;
  - must not fill a permanent or full time vacancy;
  - must not work more than 20 hours a week during semester time;
  - if you are a postgraduate research student must not work more than 20 hours a week unless you are on an approved period of annual leave or have been awarded your qualification;
  - must comply with all conditions and requirements associated with your visa.

Human Resources Division  
The Registry  
University of East Anglia  
Norwich Research Park  
Norwich  
NR4 7TJ

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