**Guidance notes for applicants**

This guide is written to help you apply for a job at Birkbeck. It includes information to help you understand how Birkbeck makes its selection decisions.

At Birkbeck your application will only be considered against the skills, knowledge, experience, qualifications and any additional attributes required to perform the job. These are set out in the person specification.

Birkbeck expects that you will have read the full job description and understood the requirements of the job. We also expect you to ensure that your application contains all the information we need to consider your application fully and fairly.

# Searching for jobs

You can view all our vacancies on our Current Vacancies page. To search for specific vacancies you can use the drop down menus or use the 'search’ function. on the Current Vacancies page. By using the drop down menus you can search for jobs in the following ways:

* by reference number if you have seen a particular job advertised;
* by School or Department, to view jobs in a particular discipline;
* by job category, to view jobs in a particular specialism;
* by key word, to view jobs containing the key word(s) in the job description.

If none of our current vacancies match your search, you will have an opportunity to register on our website and sign up for alerts for future vacancies. Once you have done this, you will be emailed when a new vacancy at Birkbeck is advertised that meets your registered search criteria. You can register more than one job alert and you can visit the “create & manage job alerts” page to manage your current settings.

If none of our current vacancies meet your search criteria but you see a current vacancy that a friend may be interested in, then please use our ”send to a friend” service. The person referred will receive an email and they will be given your email address should they wish you contact you. Within this email is the link to the specific job so that they can review the job description and apply immediately!

# Making your application

All our vacancies are advertised online. We do not give preference to internal candidates unless there is a specific management need to do so. You must apply online; we do not currently accept electronic or postal speculative CVs. However, **if you have a disability that makes applying online difficult please contact the recruitment team by email at**[**jobs@bbk.ac.uk**](mailto:jobs@bbk.ac.uk) **and alternative arrangements, according to your needs, will be discussed**.

Please ensure you give yourself enough time to complete your application. Applications can be saved and returned to once they have been started.

When completing your application, there are some details you must provide. These mandatory fields are marked with a red star.

Before submitting your application, please ensure that you have read the full job description and that you have included sufficient evidence of the skills, knowledge, experience, qualifications and any additional attributes you possess relative to each of those outlined in the person specification.

You will also need to have answered the questions in the application form. These are asked so that we can either confirm specific details or test your knowledge in key areas of the job. The questions will vary from job to job.

You can save each section of the application form as you go along. Once all the sections are complete, you will be able to see a summary page outlining what sections you have completed and which sections you still need to complete. You will also be able to preview your whole application before pressing the final ‘submit’ button.

Once your application has been submitted, you will see an “Application Completed” notification on screen. You will also receive a confirmation email.

If your application has been unsuccessful, you will be notified via email after the closing date. The shortlisting, or sift, will normally occur within 10 working days of the closing date.

If you are not offered the job following an interview, you may request feedback by following the instructions in the email that informed you of the interview panel’s decision. Alternatively you may email [jobs@bbk.ac.uk](mailto:jobs@bbk.ac.uk). Candidates should note that feedback may take up to 28 days. Unfortunately due to the number of applications we receive, we are unable to offer feedback to applicants who are not shortlisted for interview.

# Attending an interview

The shortlisting, or longlisting, decision will have been based solely on the information you have provided in your application. Even if you were previously known to Birkbeck as a former employee you must ensure that you have provided sufficient evidence of how you meet the job criteria.

If you are invited to interview we will contact you via email as soon as possible after the shortlisting decision has been made. You will be provided with all of the relevant information in this email, or on the interview slot notification on our recruitment system. The content you should expect to receive for the interview is: the interview format, the panel composition and directions to the venue.

If the interview involves a formal assessment exercise, such as a written test or presentation, you will also receive the full instructions with your invitation to attend. This will include the format and duration of the exercise, and examples (where relevant).

Whilst we will try to be as flexible as possible in accommodating your needs in assigning interview dates and times, we cannot guarantee to do so. This is because we can only choose a date and time when the members of the interview panel are available. Most of our interviews are scheduled via self-selecting interview slots, and all candidates are given instructions as to how to log into the system to book a time, with slots booked on a **first come, first served basis**.

# Equal opportunities

The University of London was established to provide education on the basis of merit alone and without regard to race, creed or political belief, and was the first University in the United Kingdom to admit women to its degrees. Birkbeck College, as part of the University of London, continues this tradition into the field of employment and the College will not tolerate unfair discrimination. Birkbeck is an equal opportunities employer and promotes equality and diversity best practice.

The College and the trade unions represented in the College are committed to the development of positive policies to promote diversity and equality of opportunity in employment. Therefore, the equal opportunities and diversity policy of the College is that the only consideration in recruitment of employees must be how the requirements of the job (as detailed in the job description and person specification) are met or likely to be met by you, the applicant.

Birkbeck is proud of its diversity and recognises the value that this brings to College life. The College embraces and celebrates the differences between people, recognising the strengths and benefits of a diverse, inclusive society, workforce and student body. In the spirit of its founder George Birkbeck, the College believes that education should be available to all sections of society, providing an inclusive working and learning environment for students and staff, so that all may develop to their full potential.

Birkbeck is committed to providing the highest quality academic and working environment, where all staff, students, visitors and contractors are employed, welcomed, respected and treated in a fair manner that is free from unlawful discrimination, harassment and victimisation. Subject to statutory provisions, no one shall be treated less favourably because of [race (including ethnicity, colour, national/ethnic origins and nationality), sex, disability, age, sexual orientation, religion or belief/non-belief, gender reassignment, marriage or civil partnership, maternity/paternity or pregnancy, political belief, social status or career status.](http://www.bbk.ac.uk/about-us/equality/protected-characteristics)

The College is committed to promoting equality and diversity in all aspects of its activities, through the development of fair and equitable policies, procedures, academic programmes of study, courses, training and development programmes, which are consistently applied and regularly monitored. Birkbeck encourages and promotes an inclusive approach that treats colleagues, students and other service users with respect.

### Equality monitoring

Birkbeck requests that you provide information about yourself to assist the College in monitoring the effectiveness of its equal opportunities policies and procedures. We currently ask a number of monitoring questions which includes asking if you have a disability. Birkbeck applies the definition of disability as ‘a mental or physical impairment which has a substantial and long term adverse effect upon your ability to carry out normal day-to-day activities'.

This information is treated as confidential and seen only by the recruiter in Human Resources. It is not disclosed to individuals that will be making selection decisions in regards to your application. Any management information produced using this information will not be linked to your name or other information that could be used to identify you.

### Disability and reasonable adjustments

The College positively supports the recruitment and employment of persons with a disability. If you have indicated that you have a disability when completing our equal opportunity monitoring form, we ask that you use the space provided to inform us of:

* details of your disability relevant to you undertaking the job for which you are applying
* any reasonable adjustments that you would wish Birkbeck to consider in relation to your ability to fully perform the job

Reasonable adjustments that you have specified, and any others that Birkbeck has identified, will be given full consideration and implemented wherever possible to assist you in fulfilling the role. It may be necessary for a pre-employment medical to be arranged to help explore any such necessary adjustments.

### Birkbeck's equality initiatives

**Stonewall Diversity Champions**

**Birkbeck has been a member of the Stonewall Diversity Champions programme since July 2008. The Diversity Champions programme is an employers’ programme for ensuring all lesbian, gay, bi and trans staff are accepted without exception in the workplace.**

**Athena SWAN**

We actively promote the Athena SWAN initiative within the Birkbeck community. In 2017, the [Equality Challenge Unit (ECU) renewed Birkbeck's Athena SWAN Bronze Award](http://www.bbk.ac.uk/news/birkbeck-athena-swan-bronze-award-renewed), recognising the College's commitment to achieving gender equality across the institution and the progress that it is making in this area.

**Mindful Employer**

Birkbeck is a signatory to the Mindful Employer Charter for Employers. This is a tangible sign of our commitment to good practice in relation to the recruitment and employment of individuals who have experienced mental health difficulties.

At Birkbeck, people who have experienced mental health issues will not be discriminated against. Disclosure of a mental health problem will be used only to enable both you and us to assess and provide the right level of support or adjustment.

Further details about Mindful Employer can be found at: [www.mindfulemployer.net/](http://www.mindfulemployer.net/)

**Disability Confident**

Birkbeck is a Disability Confident Employer, one aspect of which is that we guarantee an interview to any disabled candidate who has declared a disability and who meets the essential criteria for the job. Candidates who have declared a disability are asked to make a choice as to whether or not they wish to be considered under the guaranteed interview scheme.

# References

We will not ask you to provide referee details as part of your initial application, as most reference checks at Birkbeck are only taken following a conditional offer of appointment. Please note, however, that for certain roles, references will be taken up once you have been invited for interview. In these instances we will contact you to collect these details as soon as possible.

When requesting referee details, we will ask you to provide two referees.

Your first referee should be your current or most recent employer. The referee should also be in a line management position relative to you or alternatively a suitable contact in Human Resources (Personnel) may be provided. Your second referee may be a previous employer, tutor, volunteer coordinator or other appropriate individual.

Neither referee should be a relative or someone you expect to be involved in the recruitment process at Birkbeck. If a referee happens to be a panel member (for either shortlisting or interviewing), then you will be asked to provide an alternative referee.

These referees will be provided with a copy of the full job description and will be asked to comment on your suitability to undertake the job. In addition they will be asked to comment on your attendance record and any disciplinary matters. All referees will be advised that the reference provided may be disclosed to you as part of an information request under the terms of the General Data Protection Regulations 2018.

References in some instances will be taken up once you have been invited for interview. We recognise that you may have reservations about us contacting your referees, in particular your current employer, at this stage of the selection process. You will therefore have the opportunity, when providing your referees’ contact details, to indicate if you would prefer us not to contact either or both referee(s) until a conditional offer of employment has been made.

All efforts will be made to source a reference from the details you have provided but it may be necessary to ask you to provide alternative referees if we are unable to obtain a full reference.

Any employment offer is conditional upon Birkbeck obtaining two satisfactory references.

# Right to Work

Birkbeck has an obligation to ensure that all prospective staff have the right to work in the UK in the role for which they are applying. Applicants will be asked to confirm their right to work status in the application process.

In some circumstances the role will not meet the sponsorship criteria set out by UK Visa’s and Immigration (UKVI) and unfortunately it will not then be possible for Birkbeck to sponsor an applicant. In these instances you will not be able to proceed with your application.

For certain (Academic and Research) roles, Birkbeck may be able to sponsor your appointment under the skilled worker category (Tier 2). We can do this for people coming to the UK to fill a gap in the workforce that cannot be filled by a settled worker. Please visit [UKVI](https://www.gov.uk/tier-2-general)  to check that you are eligible to apply for a Tier 2 visa. If you are successful in your application for this role our HR team will contact you with the details on the sponsorship process.

Any employment offer will conditional upon Birkbeck obtaining satisfactory evidence of right to work.