

# How To Apply

This document aims to provide help and guidance for applicants applying for lecturer/senior lecturer posts within the school.

This will include guidance on how to apply using the online recruitment system, what to include in your application and what should be excluded.

Any questions on the application process should be directed to [ppls.hr@ed.ac.uk](mailto:ppls.hr@ed.ac.uk) in the first instance.

## Submitting an application

Applications for all posts in the school must be made using the online recruitment system by the **5pm (BST or GMT) deadline** stated on the job advert.

PPLS HR are unable to accept applications submitted in any other form or past the deadline. Applications for all posts in the school can be made via the online recruitment system following the [link](#) and searching the relevant vacancy number.

## Completing the application online

The online recruitment systems application is split in to 11 different sections which each must be completed before an application can be submitted for consideration. Please see below a summary of each section and how it should be completed:

**1. Personal Details (Mandatory)**- This section will ask you to complete the relevant personal data required for your application. All sections with a \* **must be filled out** before you can proceed with the application. Once the personal details section is complete you can complete the various section of the application in any order. You can save your application at any time by clicking the '**save for later**' button.

**2. Qualifications (Mandatory)**- Applicants can either manually enter all of their qualifications to date or if this information will be included in a CV attachment applicants should select the '**section not applicable**' before saving this section.

**3. Relevant Training (Optional)**- Applicants can chose to manually enter details of any relevant training for the post.

**4. Employment History (Mandatory)**- Applicants can either manually enter all of their employment history or if this information will be included in a CV attachment applicants should select the '**section not applicable**' before saving this section.

**5. Membership of Professional Bodies (Optional)**- Applicants can chose to manually enter details of any relevant professional membership for the post.

**6. Reference Details (Mandatory)**- Applications should upload the details of **3 referees**, one of which should be your current/most recent employer and indicate if HR have permission to obtain these. Please note that **only the referees of candidates who are successful at the shortlisting** stage of the recruitment process will be contacted.

**7. Additional Questions (Mandatory)**- All sections with a \* **must be filled out** with the relevant details.

**8. Equal Opportunities Monitoring-** All sections with **a \* must be filled out** with the relevant details.

**9. Upload Documents (Optional)-** In this section applicants can upload any additional supporting documentations to include as part of their application (e.g. CV/Covering Letter). Applicants should **ONLY upload the documents request in the job advert**, and single documents for upload should not exceed more than **2MB**.

Applicants should refer to the specific guidance on supporting documents for more information what to include and exclude from your application.

**10. Supporting Statement (Mandatory)-** Applicants are required to provide a supporting statement as part of their application. Any candidates that have **provided a cover letter** as part of their application in the supporting documents section should write **"see Cover letter for further details"** in this section. Otherwise applicants should write a short supporting statement (Max 2000 Characters, including spaces) in this section.

**11. Rehabilitation of Offenders (Mandatory)-** Applicants are required to provide the required details **where appropriate** otherwise the **"section not applicable"** should be selected.

### Supporting Documentation

The recruitment team will specify in the job advert text any additional documentation in which they require to be submitted as part of an application. These documents should be individually uploaded and **should not exceed** more than **2MB** in size.

The following documents can be uploaded as part of an application:

- CV
- Covering Letter
- Any other statements as requested in the job advert text (Max 2 pages)

The following documents **should not be** uploaded as part of an application:

- Reference Letters
- Sample Writing
- Student Lecture Survey Feedback
- Teaching Portfolio