

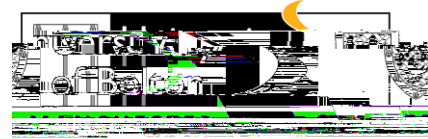








- c. Presenting current, original identification and evidence of qualifications and/or professional qualifications to representatives of the University. Successful candidates are required to notify HR of any changes to their qualifications, professional status;
- d. Providing a full and honest account of their experience, skills, and competencies in both the application form and interview (and CV, when requested). The University reserves the right to withdraw offers if there are discrepancies in any checks, or where they are not satisfactory;
- e. Attending a face to face, on site interview. Initial interviews may be conducted remotely (via zoom or Teams), however, prior to any appointment there is a requirement for preferred candidates to meet Heads of Department in person;
- f. Informing the University in good time of any reasonable adjustments required for the interview (see clause 6);
- g. Using their own words when completing a job application, any application or interview related questions, or any interview related assessment. The use of AI for applications or for any interview assessments will not be acceptable;



The University of Bolton is a Disability Confident Employer, this means that candidates with a disability will be offered an interview if they meet the minimum essential criteria. The hiring manager will identify the minimum essential criteria for the role. Examples of these could be the qualification/s, a set of specific skills relevant to the post, registration with a professional body, level of experience.

Candidates are invited to let us know of any adjustments they might need for the interview process e.g. an accessible room, appropriate lighting conditions for visually impaired candidates, arrangement of a parking space. The HR Business Partner will be able to offer

these might include changes to premises; adjustment of hours of work or starting and finishing times; provision of special equipment and/or training; or the provision of a reader or interpreter, as and when required.

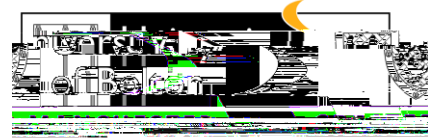
ensure that ex-armed forces personnel are not disadvantaged as a result of their service, veterans of the armed forces and/or their spouses/civil partners, applying for a job at the University will be guaranteed the offer of an interview, provided that:

- They or their spouse/civil partner are currently serving in the armed forces and are within 12 weeks of their discharge date;

- They or their spouse/civil partner were in long-term employment with the armed forces within the last five years;

- They meet the essential criteria for the advertised role;





Human Resources will HERA assess all new and redefined roles before the recruitment process begins. The only exception is if it is agreed by HR that there are no significant changes to the role.

Two trained members of the HR team will independently assess the job description and allocate the appropriate grade. The job evaluation scheme is to ensure that there is equal pay for work of equal value across the University.

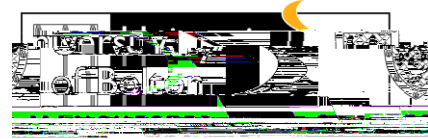
#### **10. Disclosure and Barring Service (DBS) checks & Recruitment of Ex-Offenders**

For a limited number of posts, the University is required to seek a disclosure relating to that involve working with children and/or adults at risk, or for positions where abuse of trust may be a concern e.g. a financial post. The University of Bolton has established separate guidance notes on the Disclosure Process to ensure good practice in compliance;

[University-of-Bolton-Disclosure-and-Barring-Service-Policy-.pdf](#)

At the beginning of the recruitment process the line manager should confirm whether the appointment is subject to a DBS check, and at what level. Guidance on determining the appropriate level of disclosure required is contained in Appendix One of the [University-of-Bolton-Disclosure-and-Barring-Service-Policy-.pdf](#).

Once determined, the outcome must be included within the initial Staffing Request, and if required, must be clearly stated within the job descriptionq0.000008869 0 595.2 841.92 reW\* nBT/F1 10.



## **11. Advertising**

In general, all vacancies will be advertised externally as well as internally. Where there is a rationale for internal recruitment (e.g. for existing employees, secondment opportunities, development opportunities), then we reserve the right to advertise internally only or internally initially. Depending on the circumstances, there may be occasions where advertised roles are for generalists, or specialisms.

The HR Team will oversee and publish all staff vacancies advertised externally, (except in exceptional circumstances where a recruitment agency is used). Adverts are placed on the [www.jobs.ac.uk](http://www.jobs.ac.uk), [www.forcesfamiliesjobs.co.uk](http://www.forcesfamiliesjobs.co.uk), [Find a job \(dwp.gov.uk\)](http://Find a job (dwp.gov.uk)) and can be placed on other paid-for publication/platform, if required. Requests for more than one paid-for advert will be considered on a case-by-case basis and may be charged to the School or Department.

In addition to the usual media, Health and Wellbeing roles will be advertised via the NHS website and Council of Deans website.

The University reserves the right to close roles earlier than the advertised closing date, or to extend the closing date.

### **Using Recruitment**

The use of a recruitment agency, where agreed, and where agreed, must be a preferred supplier or [Universities Purchasing Consortium Framework](#). In general, using a recruitment agency is discouraged due to the costs involved, and typically this process is in line with the University's Equality and Diversity policy, but in cases where it is necessary (e.g. for advertising campaigns) advice may be sought from the HR Business Partner for your area. Hiring Managers will work with their HR Business Partner to determine a suitable agency, and the school or department will be liable for agency costs, will be responsible for checking and signing the contract, and for payment directly to the agency. The HR Team will ensure that the worker can be put on the HR system so they can be set up with a University IT account.

## **12. Other Related Policies, Procedures, Codes and Guidelines**

Stonefish training (e-Recruitment training)  
[Course: e-Recruitment System \(bolton.ac.uk\)](http://bolton.ac.uk)

Equality and Diversity Policy  
[Equal-Opportunities-Policy-November-2021.pdf \(bolton.ac.uk\)](#)

Relocation and Visa Support Policy  
Relocation-and





Recruitment of Ex-Offenders Policy

[48-Recruitment-of-Ex-Offenders-Policy.pdf \(bolton.ac.uk\)](#)

Safeguarding Policy

[Safeguarding-Policy-and-Procedure-University-of-Bolton-V17-May-2023-Clean-v2.pdf](#)

Disclosure and Barring Service Policy

[University-of-Bolton-Disclosure-and-Barring-Service-Policy-.pdf](#)

Data Protection Policy

[PDF file \(bolton.ac.uk\)](#)

Record and Retention

[Records-Retention-Schedule-August-2018.pdf \(bolton.ac.uk\)](#)



Effective from	May 2024
Dissemination method (e.g. website)	Website/HR Department
Review Frequency	Every 2 years unless changes to employment legislation require earlier review.
Reviewing Committee Document History (e.g. rationale for and dates of previous amendments)	University of Bolton Executive Board To simplify iew.