How to Submit Your Online Application
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Start your online Application
To make an online application you should click the 'apply online' button next to the vacancy. This will take you to a login page where you can:

- login to your existing account
- register with our HRMS online application system

Once registered, you can then login to complete an application, or submit new applications by logging in using your email address and the password you created at registration.

Benefits of applying online
There are a number of benefits to applying online.

- You can complete your application in eight simple steps
- Each step will be saved and can be revisited and amended at any stage until you submit your application
- Your details will be saved, making it easier to apply for future vacancies at the University
- Your previous job applications will be saved for your reference

For queries regarding the online application system please email the HR Recruitment Team, Email: Jobs@nottingham.edu.cn, telephone +86 574 8818 0000, Ext. 8841.

*Please be noted that all application should be filled out in English and the application form in Chinese would not be accepted.
Step by Step Guidance

Personal Information

Account Setting
Title: Use the drop down box to indicate the title you usually use.

Contact Address
Please enter your home address and postcode.

Permanent Home Address (If different to that supplied)
Please provide your permanent home address and postcode.

Email Address
Please provide your email address and choose the email type (Business/Personal)
Phone (Please include international dialing code)
Please provide at least one suitable contact number, which we can use to contact you during normal office hours and click Next if all finished.

Current and Prior Employment

Employment History
In this step we require your present/last employer details. All of the information requested in this step is compulsory, except for the end date which can be left blank if the information you supply is about your present employer.

Name of Employer’s Organization: Enter the company name of present/last employer.

Position Held: Enter the title of your present/last job.

Start Date: Using the drop down boxes, provide date you started your present/last employment.

End Date: If this is your present employer, leave the end date blank. If this is your last employer use the drop down boxes to provide date you left your last employer.

Notice Period: Please enter your notice period. If you are not presently in employment please state the earliest date you would be available to start if you were offered the position.
Salary: Enter your present salary or the salary you received when you left your last employer. It is necessary to include currency of the salary. If the salary is based on part time hours, please provide details.

Paid: Using the drop down box to provide the payment pattern (Annually/Monthly/Weekly).

Additional Benefits/Package Information: Please enter your benefits entitlements of your current/previous employment.

Brief Description of Duties: Please provide details of your present/last job and a brief description of your duties and responsibilities.

Reason for Leaving/Change of Role: Please clarify the reason for your leave/change of role from previous employment.

Previous Employment

Add Work Experience: Please provide the employers name, your job title at that employer and dates of your employment. You can add each employment, and if necessary edit or delete as appropriate.

Gaps in Employment: Please also provide a brief explanation for any periods of time during which you have not been employed.

Qualification, Education, and Training
In this step we require you to provide details of your Education and Professional Development/Training which are relevant to your application.
**Education:**

*Degree:* Clicking the to choose the degree type (Bachelor/ Diploma/Master/PhD).

**Institution:** Enter the name, and location of each School/College/University you attended.

**Major:** Enter the subject of the examination. e.g English, Maths, French etc.

**Status:** Using the drop down boxes to choose the education status (Achieved/Studying Towards).

**Start Date:** Enter the date you started at this institution.
**End Date:** Enter the date you completed your studies at this institution. If you are currently still studying, please leave this field blank.

**Year Obtained:** enter the month/year you expect to obtain the degree.

**Grade/Result:** Enter the grade/result you achieved in this examination eg A, B, pass, distinction. If no grade has yet been awarded or predicted, please enter N/A.

**Professional Qualification**

Please give details, including dates, of any relevant professional development, occupational or skills training that you have attended and/or you are currently attending. Please also provide details of any relevant professional certificates or qualification you hold.

**Professional Membership Accreditation**

Please also provide details of any relevant professional memberships or registrations you hold.
Please provide all the details of your professional skill here to validate your suitability for the role applied for.

References
For all 'Research & Teaching' posts three 'Personal, Professional and Academic' references and one 'Employer' reference will be required. One reference must be from your most recent employer/educational institution. Please note it is our normal practice to reference 'Personal, Professional and Academic' and 'Employer' references for academic candidates prior to interview.

For all 'Non Research & Teaching' posts one 'Employer' and one 'Personal, Professional and Academic' or two 'Employer' references will be required. One reference must be from your most recent employer/educational institution. References will not be requested until after interview.

To add a referee click on the ‘Add Referee’ link and you will be presented with a screen to provide the details as described below and then save the referee to your list.
**Reference Type:** Using the drop down boxes to choose the reference type (Employer/Personal, Professional or Academic).

**Title:** Use the drop down box to indicate the title you usually use.

**First Name/Last Name:** Enter the first name and last name of your referee.

**Position:** Enter the position/job title of this referee.

**Relationship to you:** Please enter what relationship the Referee has/had with you for example Line Manager, Colleague, Director, Dean etc.

**Referee Contact Details:** Please enter the contact details (phone number, email address, country, etc. Please provide international dialing code).
Using the drop down boxes to choose whether you have any unspent criminal convictions.

**Equal Opportunities**
The University of Nottingham Ningbo China is an equal opportunity employer. It is our intention to ensure that job applicants and staff are treated solely on the basis of their merits, abilities and potential, regardless of gender, race, colour, nationality, ethnic or national origin, age*, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstances or other irrelevant distinction.

This information is used to assist us in monitoring the effectiveness of our policy and WILL NOT be taken into consideration for short-listing and interviewing purposes. The University will seek your explicit permission should it intend to process any sensitive personal data for any reason other than Equal Opportunity purposes or exercising a legal right or obligation required by law. Sensitive data includes your racial or ethnic origin, sexual life, political beliefs, trade union membership, religious beliefs, physical or mental health and criminal offences.
Gender: Using the drop down box to choose your gender (Male/Female/Prefer not to say).

Date of Birth: Using the drop down box to choose your date of Birth.

Ethnic Origin: using the drop down box to choose your ethnic origin.

Religion or Belief: Using the drop down box to choose your Religion/Belief.

Nationality: Using the drop down box to choose your nationality.

Disability: Using the drop down box to choose if you have any disability or need any assistance for you to participate in an interview.
Where did you learn of this job? - Using the drop down box to choose the origins of the job vacancy information.

Additional Documents such as CV, Cover Letter, Publication List and other requested document could be uploaded at this stage.
Confirm/Submit Application

By clicking Confirm/Submit button, you would be able to submit your application. Once we have received your completed application we will send you an email to confirm receipt. If you don't hear from us within four weeks it is unlikely that your application has been successful.

View/Withdraw Application

View Application

Applicants could view their application forms by clicking “My Activities” button after sign in.
Withdraw Application
Applicants could withdraw their not submitted application form by clicking “withdraw” button. For submitted application, please contact Job@nottingham.edu.cn if you wish to withdraw your application.