TIPS AND GUIDANCE

University of **Salford** MANCHESTER

APPLYING TO WORK WITH US

STEPS TO COMPLETING YOUR APPLICATION

1 **Create an account online** at salford.ac.uk/jobs and click 'view vacancies and apply'. Select the opportunity you're interested in to start your application

Remember you can save your application online and go back to it, so take your time!

2 **Complete all sections of the application form in full.** Please refer to the **Job Description and Person Specification,** showing how you meet the necessary criteria for the role. Please provide as much information as possible to support your application so that the shortlisting process can be as fair as possible. For most roles, you will also be able to **upload a CV** and other documents to support your application.

3 Once you're happy with your application, **click 'submit'** to send it over to us. We will aim to be in touch within five working days of the opportunity closing date.

Good Luck!

Need help?

Contact us at **hrresourcing@salford.ac.uk**