

Frequently Asked Questions

How do I access information about a current vacancy?

Click on the job title you are interested in and download the job description/personal specification and application letter.

What do I do if I can not access the vacancy details on the website?

Please email your request to humanresources@exe-coll.ac.uk stating the job application pack you require and the problem you are experiencing with the website. We will ask our IT department to investigate the problem and you will be emailed or posted the application documents required.

Should I apply for a vacancy?

Please refer to the personal specification if you wish to check your suitability for the post.

I want to apply for two vacancies. Should I complete two separate application forms?

We recommend that you complete an application form for each vacancy that you wish to apply for. This will enable you to adapt your application to the requirements of each post which may differ. However if you wish to submit the same application for more than one vacancy please provide the appropriate number of copies.

Does Exeter College accept CVs?

No, all applicants must complete the Exeter College Application Form. Your CV will not be taken into consideration in the shortlisting process.

Can I contact a Head of Faculty/Department for vacancy details?

Please contact Human Resources not Head of Faculties/Departments for vacancy details.

How do I find out how many hours are required for a post?

Please refer to the job description/personal specification for that vacancy.

I have a query regarding Flexi/Annual Leave/Car Parking...where do I find this?

Please open the "Summary of Terms and Conditions" relating to the type of role you are applying for. This can be found at the bottom of the vacancies list.

Can I send in my application form via email?

Yes, but you will also need to send in a hardcopy due to the declarations that require signatures.

Can I have a tour of Exeter College?

Unfortunately we can not organise tours of the College for applicants due to the staffing requirements, however if you are invited in for an interview a tour maybe included in this process.

Where can I find out more information about the Exeter College?

Please go to the 'About the College' section on the website for more information.