Applying for a professional services role?

What will I need?

You'll usually need to submit a CV, but you may be requested to provide various pieces of documentation that detail your experience, strengths, and potential to meet the essential criteria of the role you're applying for.

Please check the job advert to understand what we need from you when you apply. You can find this under the **What you need to submit"** section.

Please read this section carefully as any documentation missing will not be considered as part of your application.

If you run into any difficulties submitting your work, please let us know at e.recruitment@durham.ac.uk.

What references do I need?

You ll usually need to provide details of two or three references depending on the role you re applying for. They should be people who are familiar with either your work history, work experience, or education, or they should be a character reference.

One of your references should be your current or most recent employer (if applicable).

When you give us the details of your referees, it's important to understand that you're consenting to us contacting them to request a reference if you are offered the role.

What happens after I submit?

Once you've submitted your application, you won't be able to make any changes. That's why it's very important that you check all the details carefully before submitting. You can always save your application and come back to it later but no later than the closing date.

After you ve clicked the submit button, we ll send you an email confirming that we've received your application. Any further updates regarding your application will be sent via email from our Recruitment system.

You will usually receive an update on your application within two weeks of the advert closing. Please check your spam/junk folder periodically to make sure you receive all emails.