

Fujifilm Diosynth Biotechnologies Applicant's Guide

Thank you for considering joining us at Fujifilm Diosynth Biotechnologies (FDBK). We are passionate about recruiting caring people who can help us deliver life changing medicines for our customers. This guide is here to help you with the application process and answer questions you may have. It is important that you read this guide in full prior to submitting an application form.



All candidates are required to complete an application form, as information supplied in the same format ensures that the selection process is consistent and fair. To support an effective selection procedure, applications will only be accepted on the official application form. You are not required to send your curriculum vitae (CV). If you wish to apply for multiple vacancies, you will need to submit an individual application form for each vacancy.



Please read the advert, job description and person specification carefully before completing the form, as you will need to demonstrate that you can meet the requirements in order to be considered for shortlist.

You should ensure that you indicate the title of the role you are applying for and post reference number which can be obtained from the Advertisement. This information should also be included on any additional sheets.

If you have been introduced to Fujifilm via a friend or family member please indicate this at the top of your application form to ensure they will be rewarded under the Employee Referral Scheme.

Completing your application form

EDUCATION – This section asks you to provide both your secondary education qualifications and any further or higher education you have completed. Ensure you provide full details, especially if the person specification is looking for a minimum educational requirement, if you have an equivalent qualification please make this explicit. You should ensure that you list all qualifications achieved, clearly identifying the completion date.

PREVIOUS EMPLOYMENT – Please cover the last 10 years, if possible and include the nature of the business.

REFERENCES - One reference quoted must be your present or most recent employer. If you have not been employed previously or have had a break from employment, you can give the names of people who know you sufficiently well to confirm the information you have given and comment on your ability to do the job for which you are applying. If you are a student, an academic referee would be suitable. Candidates should make their referees aware that FDBK may contact them. Unless you have indicated that we can we will not contact your referees until after your interview.

PERSONAL STATEMENT – Please ensure that your personal statement includes why you are applying for the role and what you can bring to the role. Refer to the person specification and detail with examples how you feel you meet each of the criteria. The method of assessment section will indicate to you which criteria are being assessed via application form, you can use this to assist you in putting together a person specification which is tailored towards the role you are applying for and makes it clear to the shortlisting panel that you meet the requirements.



EQUAL OPPORTUNITIES – At Fujifilm we are committed to supporting a diverse workforce that is representative of our local community. The Equality Act (2010) defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. If you feel that you have a condition that meets this description please declare this on the application form and advise if you need any adjustments in order to attend for interview / assessment.

SPONSORSHIP FOR INTERNATIONAL APPLICANTS – We follow UK Visas and Immigration guidance in relation to sponsorship of candidates, please note clearly on your application form if you require visa sponsorship with details of any current visas you hold. Not all roles will be suitable for sponsorship.

EVIDENCE - If you are successful you will be required to provide relevant evidence of details supplied in the application form prior to your appointment including certificates and identification.

Returning your application form



Please note that application forms must be received by HR by 12noon on the date of closing, unless otherwise specified. Applications received after the closing date will not normally be considered. FDBK will not be responsible for late / non-delivery of application forms.

Please submit your application form via email to fdbkrecruitment@fujifilm.com if you do not have access to email a hardcopy of the application form can be submitted to the HR & OD team. There is no requirement to sign your form, by typing your name in the declaration box you are giving consent to the declaration.

What happens next?

Wherever possible we will indicate potential interview dates on the advertisement. The interview and assessment process will vary depending upon the role you have applied for. Full details of the interview arrangements will usually be sent to you via email if you are shortlisted for a role.

If we do not contact you within 4 weeks of the closing date you may assume that your application has been unsuccessful. We hope that you will consider applying for opportunities with us in future. You can view all vacancies on the FujiFilm Careers page and register for Fujifilm job alerts using Indeed.

MEDICAL CHECK - The successful candidate will be required to complete a confidential work health assessment questionnaire. Occupational Health will discuss the information provided with you to determine if you need any additional support in your role.

DATA PROTECTION - It is FDBK policy to retain application details for a period of up to 12 months following the fulfilment of a vacancy. Personal information (that is data from which you can be identified, such as your name, e-mail, address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. It will be collected and used fairly, stored safely, and not disclosed to any other person or organisation unlawfully.



Feedback

After attending interview you will be given the option of some feedback from the interview panel in order to help you improve your performance in future. We may also contact you to ask about your experience as a candidate and how you found the process, this can help us improve the experiences of prospective employees and on our journey to become an 'employer of choice'.

If you have any questions please to contact the HR & OD Team at fdbkrecruitment@fujifilm.com or by calling 01642 364408