



Fashion Retail Academy

Recruitment - Frequently Asked Questions



FASHION RETAIL
ACADEMY

1 Guidance On Completing An Application

To submit an application for one of our vacancies, please create an account through our e-recruitment system [here](#). The e-mail account associated with your Fashion Retail Academy (FRA) account should be an address that you will have permanent, continued access to as our primary form of communication is via e-mail.

Please note, should you wish to apply for more than one vacancy at the FRA, you will have to create a new username for each vacancy so please keep your account details close to hand.

For further information about the vacancy, please download a Job Description from the home page of the vacancy.

You can save and come back to your application at any time. Once you are happy with your application and have completed all the required sections, please click the submit button. A pop up message will appear confirming that we have received your application.

Once you have applied, you will be able to log in and check the status of your application as well as review any communication that has been sent to you through the Message Centre.

If you would like to join our Talent Bank please tick 'Please retain my details for future employment opportunities' when making an application. We will retain your application for 6 months and contact you should any similar vacancies arise.

If you have forgotten your password, please navigate to the login screen and follow the link named 'Forgotten password'

If we do not have any opportunities that match your skills and experience at present please check back regularly as new opportunities are added constantly. You can also register your CV for future positions by clicking on the button 'Register Your CV for Future Positions'. You will then be directed to a new screen where you can complete an open application.

2 What To Expect In Terms Of Process And Timeframes

Please note the closing date of the vacancy and ensure that you submit your application in time. Once you have submitted your application, a shortlisting panel will review your application. Your application will be assessed against the criteria outlined in the Job Description so it is important that you have a thorough understanding of what is required for the role.

We will be in touch should we wish to invite you to interview. Please note that where an interview date is given, it may not always be possible to arrange an alternative date.

If your application has been unsuccessful, you will be notified via e-mail.

3 Where Is The Fashion Retail Academy?

The FRA is located in the heart of London, just moments away from Oxford Street and Tottenham Court Road and a number of national rail stations. Take a virtual tour of the FRA campus [here](#)!

The FRA's address is 15 Gresse Street, London, W1T 1QL. Plan your journey to the FRA [here](#).

4 Proof Of ID And Right To Work Documents For Interview

In order to be eligible for our vacancies you must have authorisation to work in the UK. By submitting an application, you confirm that you have demonstrable evidence of your right to work in the UK and that all information provided in your application is correct to the best of your knowledge. If you are not sure if you have the right to work in the UK please follow this [link](#) to the Working in the UK website for further information.

Please note that you will be required to provide documentary evidence of your right to work in the UK at interview stage.

5 Typical Assessments At Interview Process

Depending on the vacancy you have applied for, you might be asked to undertake an assessment at interview stage. Should you be required to do an assessment you will be notified prior to your interview.

Typical assessments for Support Staff roles involve prioritisation tasks, data interpretation, scenario tasks, in-tray exercises and any other tasks to assess your skills and suitability for the role.

Typical assessments for Associate Lecturer roles involve delivering a micro teach, mini-seminar or lecture to an interview panel. There will be facilities for PowerPoint, white board and a flipchart available in the interview room on the day. You should bring along any additional materials or resources you feel you might need.

6 Diversity And Equal Opportunities Data

The FRA encourages equality of opportunity and it is proud of its diversity. We welcome applications from individuals from all sections of the community.

As part of your application, we will ask you to complete some Equal Opportunities and Diversity Profile Monitoring questions. You are not obliged to complete these questions, however any information you provide to us will be invaluable in helping to inform, review and improve our recruitment processes and to make sure we are being fair throughout. The information you provide will be strictly confidential to the HR Department and will not be seen by the shortlisting or selection panel. Applications will be judged solely on the basis of merit. If you do not wish to answer these questions this will not affect your application in any way.

For more information on why monitoring is important, see Stonewall's [What's It Got To You With You?](#)

7 Data Privacy

The FRA is committed to the safe and secure handling of all personal information provided during the job application process and it is transparent about why and how it uses and store personal information.

All applications will be deleted after a 6 month period. If you would like us to retain your application and join our Talent Bank please tick 'Please retain my details for future employment opportunities' when making an application. We will store your information for no longer than 6 months from the time you have given it to us after which we will check with you whether you still wish to remain on our Talent Bank and if you need to update the details we have for you. We will securely destroy your personal data otherwise.

If you are successfully offered a job with the FRA then relevant information will be taken from your application form and will form part of your personnel record, held confidentially and securely by the HR Department.

For more information on how the FRA uses your personal information please read the Fashion Retail Academy's Recruitment and Selection Process Privacy Notice for job candidates and prospective employees, workers or contractors. It is accessible in the online document pack for this role and from the [FRA's website](#).

8 Disability And Additional Support Needs

If you are disabled and need the Job Description or online Application Form in an alternative format, please contact the Recruitment team recruitment@fra.ac.uk.

Our building has state of the art facilities designed to suit a wide variety of needs. There is lift access to all levels. All accessible toilets are unisex and are equipped with an alarmed pull cord in case of emergency.

Please advise the [Recruitment team](#) should you require any assistance with access to the building or if you would like us to make any other reasonable adjustments for you. We are committed to making your visit as enjoyable as possible.

9 How Best To Communicate With Us

Should you wish to contact our Recruitment team about the vacancy you are applying for, please log in to your FRA account and send a message through the Message Centre. You will be able to log in to review any communication that has been sent to you.

For any other queries, please email recruitment@fra.ac.uk.

10 Where To Find Out More About Us

We advise candidates to familiarise themselves with the Job Description, Person Specification, who we are and our latest [Ofsted Report](#).

For further information on the FRA please visit our [website](#).

We look forward to receiving your application!