

GUIDANCE NOTES FOR APPLICANTS

Completing the Application Form – General Points

Please complete all sections of the application form as fully as possible. A CV will not normally be accepted unless it has been specifically requested. If you have insufficient pages on the form at any point please continue on a separate sheet and attach it to your application securely.

If you are applying for more than one post, a separate application form should be completed for each vacancy you are applying for.

Please read the essential and desirable criteria for the position contained in the job description. Applicants need to clearly demonstrate and provide evidence for how they meet each criterion on the “Information in Support of this Application” section of the form.

Please also ensure that you do not leave any gaps in education or career histories, and that you fill in every section of the application.

Check the closing date and allow sufficient time for your application to reach us. We will not accept late applications.

The Equality & Diversity Form

The College is committed to the provision of equal opportunities in employment. To assist with our monitoring procedures and obligations, applicants are asked to complete and send this form with their application.

The information provided is for statistical purposes only and confidential. Upon receipt, the form will be separated from the application form and will not be included in the selection process.

If you are likely to require any assistance with interview arrangements, please state this clearly on the form.

Criminal Convictions

All applicants should read our policy on recruiting ex-offenders. It is necessary to declare “unspent” convictions on your application. We request that details of a conviction/s are sent under separate, confidential cover, to the Human Resources Manager and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. All information provided will be treated in strict confidence and will be considered only in relation to this application.

A disclosure will be required for the successful candidate, unless they can provide a disclosure which they have obtained within two months prior to the date they commence work.

Asylum and Immigration Act 1996

Successful candidates will be asked to supply proof of the right to work in the UK. We are legally obliged to employ people who are citizens of the European Economic Area (EEA) where possible. Where there are no skills shortages for a particular post it is very unlikely that we could appoint someone from outside the EEA.

References

The College usually takes up references after a verbal job offer is accepted. Appointment depends on the provision of two satisfactory references, one from a current or most recent employer, and the College will make the final decision as to what constitutes a satisfactory reference.

Qualifications

All essential qualifications must be supported by relevant certificates. The College will require sight of original certificates.

Data Protection

The College is registered under the Data Protection Act 1998 to hold information about applicants on computer systems. This data is primarily for statutory reporting purposes. Application forms from unsuccessful applicants will be kept for 12 months and then destroyed.