

## Guidance notes to help you complete the application form

The application form is an essential part of the recruitment and selection process, and acts as a guide for the selection interview itself. The information you provide on your application form and supporting information is what the College will use to shortlist you and determine whether you should be interviewed for the post. CV's will not accepted (unless specifically stated).

It is essential that your application form contains all the information that is necessary to secure an interview. To ensure fairness and consistency, applications are anonymised and the recruiting manager only sees the job requisition number and not your personal details.

### **The following may be of assistance to you when completing your application form**

Read through the Job Description and the Person Specification. The Job Description is a summary of the tasks that you will have to undertake and the Person Specification lists all the criteria by which South and City College will use to short list each applicant against. Please ensure that your application form addresses both of these documents in order to maximise your chance of being called for interview.

### **When completing the Application Form.**

Check spelling, punctuation and grammar.

Ensure that there are no gaps in your employment history. If you have had periods of unemployment or for example maternity leave, please state this.

Under previous employment, please work back in time.

If you hold any professional qualifications please list them even if you feel they are not relevant to the position for which you are applying. List any training you have undertaken (this can include in-house training with former employers).

### **Supporting information**

Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description and the Personal Specifications. Tell the College about the skills that you have. Remember, experiences gained elsewhere (e.g. voluntary work, sporting activities, family life) are all transferable and therefore valid.

### **References**

There is an expectation that you will put down your last two periods of employment as referees. Please note that as part of the college commitment to safer recruitment, you will need to provide your referees business email address and contact number.

Any appointment will be subject to the receipt of suitable references, medical clearance, qualifications and DBS.

By entering your electronic signature on the application form, you are confirming that the information that you provide is true and correct.

### **The Equality Act (2010)**

Under the Equality Act, employers must:

Make sure disabled people receive fair treatment when applying for jobs and while working for us.

Make reasonable adjustments to allow disabled applicants to compete to the best of their ability during the recruitment process and to help them in their work with us. In order to do this we will need to ask questions about your disability.

Please remember that although you are not obliged to tell us about your disability, any details you provide will help us to help you. Any information you give us will be confidential.

On your application form we ask whether you consider yourself to be a disabled person and to give details to any needs you may have to enable you to attend an interview. This information is important because it helps us to make sure that you have every opportunity to demonstrate your true abilities. At your interview, you may be asked relevant questions about your disability in order to find out whether you can do something essential to the job. Providing this information helps us to establish what adjustments we may need to make to help you do that job. If you need to submit your application in a different format, we would be pleased to help. You should contact Human Resources for more advice.

### **Safeguarding/Child Protection Policy**

Before applying for a post with South and City College please review the following policy, located on our site:

<https://www.sccb.ac.uk/about-the-college/safeguarding>

### **Equality Monitoring**

The college continues to monitor equality to ensure that it provides fair treatment of all staff and as well as a supportive and welcoming workplace for all. Please ensure that you complete this section. Please note, this information will not sent to the recruiting manager and is kept private and for HR monitoring purposes. This information is needed to ensure that our Equal Opportunities Policy is working effectively.

### **General points**

All successful candidates will be required to provide copies of relevant qualifications

If you are shortlisted, you will be asked to provide evidence that you are eligible to work in this country as required by the Asylum and Immigration Act 2006. Please bring your passport to your interview.

We send automated email including those inviting you to interview, please regularly check you Spam folder as you may miss an important email inviting you to book in for an interview.

Unsuccessful interviewed candidates will be provided with feedback if requested. We regret we are unable to provide feedback at the shortlisting stage.

This post is subject to an enhanced Disclosure and Barring Check for which the fee is payable by the appointee, this is currently £44.80.

New employees must complete a medical questionnaire. The purpose of the questionnaire is to enable the College to consider what, if any, reasonable adjustments need to be made to the workplace or role to accommodate your needs

#### **Rehabilitation of Offenders Act 1974**

You are asked to provide details of any criminal convictions that you have. You should read the following guidance notes before doing so. We will not discriminate against ex-offenders, and if you have to give details of previous convictions this will not automatically prevent you from getting the job. We will consider how previous convictions could affect the job you are applying for. These will only be taken into account if the offence is relevant to the work you would be doing. Please note: some of the following wording is taken directly from the Rehabilitation of Offenders Act.

Regulated activity with children and other activities which involve working closely with children such as caring for, training, supervising or being solely in charge of children under 18, regulated activity and other activities which involve caring for, training, supervising or being solely in charge of other people in vulnerable circumstances.

Under the Rehabilitation of Offenders Act 1974, if someone has been convicted of an offence and is not convicted again during a specified period, the conviction becomes 'spent'.

**However, this post is exempt from the Rehabilitation of Offenders Act 1974 and you must therefore disclose any cautions, convictions or reprimands.**

You must not knowingly apply for a post within the college if you have been prohibited by the secretary of state.

Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be normally dismissed. If appointed you will be required to provide an original copy of your birth certificate or passport and if required for the post, proof of professional qualifications.