

Guidance Notes on completing the Application Form

Please read these notes carefully before completing your application form.

1. The College as an Equal Opportunities employer

As part of the College's practice of equality of opportunity, both internal and external candidates are treated the same. Your completed application form is the only information we use in considering a candidate's suitability for inclusion on the shortlist. The application form should be completed fully – do not enclose your own CV with the form as it will not be considered by the shortlisting panel. No assumptions will be made on your experience and skills so it is important that you provide as much relevant information about these as possible.

2. Person Specification

Every post advertised by the College is supported by a job description and person specification. Please ensure that you have received one with your application form. If you have not, please contact Human Resources to obtain one.

The job description and person specification is in two parts. The description of the post outlines the main duties and responsibilities of the post and the person specification lists the essential skills, abilities, knowledge and experience required for the post. It is these criteria that are used to decide whether or not you are shortlisted. The selection process for the post is designed to assess how well you meet **all** the selection criteria.

Read through the person specification carefully. If you are interested in the post, in what way do you have the relevant skills and experience as detailed in the selection criteria? Make sure you give sufficient details to support this.

3. The Selection Process

For most lecturing vacancies the College asks shortlisted candidates to complete a written task and an observed teaching session in addition to interview. For other vacancies an appropriate occupational test may be required in addition to interview.

4. The Application Form

Read the form through carefully before you write anything, to ensure you are clear about what is being asked. You may find it helpful to do a rough draft first – this avoids mistakes and allows you to organise your application properly. Your application should be written in a concise, well-organised and positive way (try to use active words such as “I plan/I organise”). Correct use of grammar and accurate spelling is also important.

5. Personal Details

It is important that you complete this section accurately, as the information requested is required in order to process your application and to communicate with you.

It is a requirement under the Asylum & Immigration Act (1996) that we do not offer employment to someone who does not have the right to live and work in the U.K. If you are successful in your application and offered a post, the offer will be conditional on you providing proof to us that you have this right. The easiest way is to provide your passport but alternative documents can also be accepted. You will be sent a list of these, should you reach this stage.

Any offer of employment will be subject to a satisfactory medical assessment. A questionnaire will be issued for completion if we offer you the post and a medical examination may be required. This medical assessment rarely prevents applicants from being employed but helps to assess and provide the right level of support or adjustment in employment.

Stanmore College requires shortlisted applicants to disclose all criminal convictions, including any that may be “spent” under the Rehabilitation of Offenders act 1974 (Exemptions) Order 1975 or 1986 because it gives privileged access to young people. Disclosure of a conviction or caution does not necessarily mean that you will not be appointed. A person's suitability will be looked at as a whole in the light of all the information available.

6. Employment Details

When completing this section of the application form it is essential that you include all RELEVANT work experience you have had, including part-time and/or voluntary work, particularly if you have not been employed on a full-time basis before.

Make sure that you explain the main features of each job and the things you are or were responsible for doing but do not go into too much detail. Outlining your previous work experience or other responsibilities may help you to identify the skills that you have taken for granted but which could be an indication of your ability to do the job. Please ensure that you include your present or last employer even if you feel that the job is not relevant to your current application. You will have an opportunity to expand on the skills and experience that have the most direct bearing on your application in your personal statement.

7. References

All offers of appointment are made subject to receipt of satisfactory references. The College reserves the right to withdraw offers of appointment if satisfactory reference clearance cannot be obtained.

You should give the names in the spaces provided of the person(s) most able to confirm your suitability for the post in question. One of your referees must be your current or last employer. Both references should be professional and must be someone from Human Resources within each company. Please do not give the names of friends or relatives, as they will not be approached for a reference.

Internal candidates should give the name of their current line manager and one other professional referee.

8. Essential Criteria

This section of the person specification is very important. Use the personal statement to show us how your skills and experience etc. match the selection criteria listed in the essential criteria. You may find it helpful to use the headings specified **including equality and diversity**. Please give one example of how you might help ensure equal opportunities in the job you are applying for. In some cases there may be more than one part to a particular selection criterion and it is important to address each part in your application.

Do not simply repeat your career history but look at the skills and experience required to do the job and show that you possess these by giving specific examples. Do not leave out any relevant skills or experience gained outside full-time work, for example, you may have considerable responsibilities at home, or organise activities socially, at work or within the community. Do not simply state that you can do the job; say how you can do it and make positive statements in a clear and concise way.

9. Dates for interviewing

The date will have been determined at the time of advertising the post. If you are unavailable for interview on the prescribed date, please inform Human Resources.

10. Qualifications

Any qualifications that are required for the job will be set out in the person specification and you should list these in this section. You will be required to provide evidence of your qualifications under our "Essential Criteria" at interview.

11. Declaration

Please ensure that you sign and date your form.

12. Monitoring Data

The College is committed to a policy of Equal Opportunities to ensure that all applicants for employment are treated fairly. All information given in this section is confidential and used only for monitoring purposes. If the College does not have this information, it will not be able to identify the ways in which it may be discriminating against certain groups.

13. People with Disabilities

In accordance with the Equality Act 2010, the College is committed to improving employment opportunities for all people with disabilities. Our Policy is that all applicants with disabilities who meet the selection criteria will be invited for interview irrespective of any requirement to adapt buildings or facilities should an appointment be offered.

If you would like the job description and other details of the post produced in another medium, such as audiotape or Braille, please let us know and we will do our best to assist. If you are shortlisted and invited for interview, we will ask you to indicate whether you require any special aids/equipment or need arrangements made, such as a sign interpreter. We ask for this information in advance so that adequate preparations can be made wherever possible.

We are a 'Disability Confident Committed' and 'Mindful Employer'.

Remember

- Read through your completed application form carefully to ensure you have not missed anything out and that it is clearly presented.
- It is unwise to submit the same application for all jobs – pay attention to the specific requirements listed in the Person specification for each post.
- If possible, keep a copy of your completed form before returning it. If you are invited for an interview, you may find it useful to refer to what you have written.
- Make sure your form is returned by the closing date shown on the job description to the address on the application form.
- If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope.
- If you are shortlisted we will invite you for an interview. For reasons of economy, unsuccessful applicants will not be notified. You are welcome to telephone Human Resources to enquire about the status of your application.

