

Guidance notes on completing your application form

Please contact Human Resources on 01604 734039 if you require these guidance notes and an application form in a different format.

Please read the following notes before completing the application form.

These guidance notes are to help you complete the application form effectively. Please complete the form as fully as possible, including the Equal Opportunities Monitoring page. The application form is the only basis for considering your initial suitability for the post. CV's attached to application forms will not be used in the short listing process, and should not be used to compensate for a part-completed application form.

These guidance notes are designed to help you, but it is for you to demonstrate your suitability for a post by completing an application form.

The short listing panel will decide who to interview on the basis of the information provided in your application form measured against the person specification. The person specification lists qualities such as skills, knowledge, experience, qualifications, competencies etc, which are 'essential' and 'desirable' in order to do the job. Please refer to the competency dictionary either online or within the application pack sent to you.

Before you start to fill in the form:

Read the job advert, job description, person specification and competency dictionary again, and make sure you have all the information you need at hand before you start to complete the application form.

If posting your application form to us, it is your responsibility to use the correct amount of postage to prevent any delay in it being delivered to us, so that it arrives with us before the closing date. *Applications received after the closing date will not normally be considered.*

Please use black ink or biro if you are completing a paper copy of the form as it will be photocopied several times and will make it easier for the recruiting panel to read.

Complete all parts of the application form. If you think some parts don't apply, state N/A (not applicable) on the form. Make sure the information you provide is clear, concise and easily understood and relevant to the job you are applying for. Check carefully for any mistakes.

Check with your referees first that they are happy to support your application before providing their details at section 21 of the application form.

As you go through the application form you'll see that some pages have '*Human Resources only*' written on them. The information contained on these pages will be retained by Human Resources and won't be disclosed to the recruiting panel for use during the recruitment process.

Every applicant is assigned a unique candidate number and it stays with you throughout the recruitment process. This ensures that your personal details remain confidential and prevents you from being discriminated against on grounds of age, sex, ethnicity or disability.

Completing the application form

Please state the post which you're applying for and quote the post reference number.

Personal details

Please complete this section in full as we'll use this information to contact you to let you know if you've been successful in being short listed for interview. Please provide your email address as we may wish to send you interview and assessment details in this way. (*We are unable to send emails to AOL users so please provide an alternative address*).

If you require a permit or visa to work in the UK and you are appointed to the post, you will be asked to provide evidence to confirm this.

Availability to attend an interview

Interview dates are normally given in the advertisement and job description for the post. If we haven't given a date in advance, please provide details of any dates or times that you won't be able to make and we'll try to accommodate your request. However, please note that if a date has already been given, it is unlikely that we'll be able to change it.

Education

Please give details of your general education first and then teaching/assessor qualifications (Teaching/Assessing qualifications are listed on a separate page if applicable). Please state the level and grade for each of your qualifications. (e.g. Levels - NVQ 1, GCSE and O' level grades D – G are all level 1, 2 or more A' level passes are level 3, First Degree, NVQ 4 or BTEC HNC/HND are level 4. Grade - 'A' or 'Distinction'.) For further information please refer to the full time college directory. (*Teaching/Assessing qualifications are listed on a separate page.*)

Personal Development, Memberships & Publications, Research & Training

If necessary, please provide further details on an additional sheet.

Disability Statement

The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Disability Statement (continued)

Examples of conditions covered include physical disabilities that affect movement and the senses such as sight and hearing, medically recognised mental illnesses and mental impairments such as learning disabilities, severe disfigurements such as scars, birthmarks and skin diseases, and progressive conditions where disability is likely to become more substantial over time – things like cancer, HIV, multiple sclerosis and muscular dystrophy.

If you are covered by the DDA, please let us know if there are any arrangements that you'd like us to make should you be short listed for interview. For example, you require a hearing loop, access to a lift, or a disabled parking space reserved for you.

Teaching & Assessing Qualifications

The Institute of Learning is the professional body for teachers, trainers, tutors and student teachers in the Learning and Skills sector and as such these staff are required to be registered as a member. Please record your registration number in the appropriate place on your application form. For further information go to www.ifl.ac.uk.

Work History – Present/most recent employment

Please give details of your present/most recent role and also any jobs that you've held within the last 5 years, including any part-time and voluntary work. Remember to relate this information to the duties of the post you're applying for.

Level of absence

If you disclose any absence and are invited to attend an interview, you'll be given the opportunity to explain to the interview panel the circumstances surrounding your absence. If it is linked to a disability, any adjustments that you may need will also be discussed with you.

Experience

This is your opportunity to tell us why you are suitable for the job. You'll need to look at the person specification and give us examples of how your knowledge, skills and qualifications match what we're looking for. You'll also find it useful to look in the Competency Dictionary which describes what we are looking for at the different levels. In this section give us some specific examples of where and when you have demonstrated effective performance in each competency.
(Please limit this to a maximum of 3 sides of A4.)

References

Please provide details of two referees who can confirm your suitability for this post. These should be from your current and previous employers. If this isn't possible, list someone else who is qualified to comment on your performance at work or full time education. *Referees shouldn't be friends or family.* Remember to tick the appropriate box indicating whether you consent to references being taken up prior to an offer of employment being made.

Equal Opportunities Monitoring

Northampton College is committed as part of its Equality and Diversity Policy to ensuring equality of opportunity and diversity in all aspects of its activity as an employer.

One means of monitoring the recruitment process is by analysing data obtained from people who apply for vacancies. The information that you provide will be treated in strictest confidence and will contribute to the development of future recruitment practices aimed at equality.

Criminal Convictions

Some jobs at the College involve contact and access to children, or vulnerable people who require special support. If this relates to the role that you are applying for, you'll be required under the Rehabilitation of Offenders Act 1974 to agree to a criminal record check, carried out by the Criminal Records Bureau (CRB) before your appointment is confirmed. If you've been convicted of a criminal offence at any time, or have ever been given a caution, bind over order or final warning this will also be included on the CRB check even if 'spent'.

If this applies to you, please provide us with details and if necessary, continue on an additional sheet. *Please note that civil offences such as parking fines or speeding offences don't need to be disclosed.*

We welcome applications from diverse candidates and if you disclose a conviction, this won't necessarily bar you from consideration for employment.

If you disclose an offence, a member of the Human Resources department will contact you to gather the details surrounding the offence. Any mitigating circumstances will be taken into account, such as how long ago the offence was committed, your age, and circumstances at the time. We'll then decide if this has an impact on your ability to carry out the role you've applied for and whether it should be disclosed to the recruitment panel.

If you would like to discuss this further, please contact Human Resources on 01604 734204.

Declaration

Don't forget to sign and date your application form to confirm that the information you've provided us is accurate and true.

Good luck with your application