

Guidelines & FAQ's for Applicants

Thank you for deciding to apply for one (or more) of our posts - we recognise that you will put considerable time and commitment into applying for a post so we have tried to make things easier by anticipating the things which can annoy when applying on-line.

Most people at this point want to dive in and complete the live form - but

THESE FAQs WILL SAVE YOU TIME!

1. **What is the application form like?** Below there is a series of screen prints showing what each page of the live Application Form looks like along with hints to help you complete it - please have a glance through so there are no surprises once you start.
2. **Do I have to complete the form all in one go?** No. The live Application Form will time-out 120 minutes after log in - or you may simply decide to go for a break. Any completed pages (i.e. where you have moved on to the next page) will be saved but any incomplete pages will be lost. If this happens you will need to log back in and continue with the application. Your own PC may have settings which will time-out earlier than this - please check these if you are concerned about 'losing' information.
3. **What happens if I make a mistake on the form?** Your input is saved automatically when you move from one page of the Form to the next. If you make an error on a page and wish to edit it you have the opportunity to do this once you have reached the last summary page. Once you have reached this last page you can navigate backwards and forwards through the document using Previous, Next and Edit.
4. **I'm a slow typist - what if I get part-way through a page and I'm timed-out?** If possible prepare larger amounts of information like your Experience Summary beforehand then copy and paste it into the live Form when needed. This saves you time once you are in the live Form and means you have a backup if problems arise.

CHECKLIST - You will need the following information to complete the live form

ASSEMBLE THIS KEY INFORMATION BEFOREHAND - YOU WILL NEED IT	<input checked="" type="checkbox"/>
Personal Details:	
Home, work and mobile phone numbers	
Any dates you would be unable to attend an interview	
Education and Personal Development:	
The School/College/University you attended, the courses, levels and grades achieved (no dates are necessary)	
Any relevant Training Courses you have attended	
Any membership of Professional Associations	
Any publications or research you may have undertaken	
If you are applying for a Teaching or Assessing post the following information is also required:	
IFL registration number (if you have one)	
Teaching qualifications achieved	
Teaching qualifications being studied for with expected date of achievement	
Teaching Experience summary indicating level and/or responsibility points - this is additional to the Experience section above and is the opportunity to list your experience with different employers. We recommend that you prepare this summary in a Word document beforehand then paste it into the application form when you are satisfied with it. There is a maximum of 700 characters (not words).	
Date you started your Teaching career	
Qualifications to teach Basic/Key Skills	
Qualifications to teach Students with Learning Difficulties & Disabilities (SLDD)	
Assessor/Verifier qualifications	
Assessor/Verifier qualifications being studied for with expected date of achievement	
Work History:	
Your current and previous employers, dates of employment and brief description of your duties	
Experience:	
This is where you indicate your suitability for the post, referring to the Job Description/Person Specification and the relevant Competency booklet (indicated on the Person Specification) which you will already have downloaded. There is a maximum of 9000 CHARACTERS allowed. You can type it in directly and there is a count facility on the form. However, as many people like to spend a long time preparing and revising this section, we recommend that you prepare this in a Word document beforehand then paste it into the application form when you are satisfied with it.	
References:	
Two Referees – the first should be your current or last employer: name, job title, capacity in which they know you, phone number (if known) and address. If you have not worked then the name of a tutor and the education establishment. (We cannot accept details of friends or family for references.)	
Equal Opportunities:	
If you are disabled - details of any special arrangements you would like us to make if you are invited for interview	
ISA (Independent Safeguarding Authority) registration number (if you have one)	
Pending prosecutions or previous convictions - approximate date, offence, court or police force which dealt with it, spent or unspent	

This is what the on-line Application Form looks like – you can use it to help prepare your application before going into the live form.

1. Personal Details

1. Personal Details	2. Education	3. Personal Development	4. Teaching/Assessing	5. Work History
6. Experience	7. References	8. Equal Opportunities	9. Declaration	10. Complete

Application for WBL Assessor - Early Years

* denotes required fields

Preferred title*

First name*

Surname*

Other names

Previous surname

Home telephone*

Work telephone

Mobile telephone

Address line 1*

Address line 2

Town*

County

Country

Postcode*

Data Protection Act (1998)
Under the Data Protection Act (1998), the personal data you provide will be confidentially and securely held in manual and electronic formats and used for:

i) the purpose of the recruitment and selection process.
ii) to enable the College to monitor the effectiveness of current policies and assist with statistical returns.

Security
Filling in an application for a job at Northampton College will involve typing in personal information. To ensure that the communication between your computer and the College is as secure as it can be, we use SSL technology to encrypt the information that you send us.

You can tell that a website is secure because the address will start with https:// rather than http://. Also, depending on your browser, a padlock icon will appear at the bottom right (bottom left for Netscape 4, top left for Opera).

Do you require a permit/visa to work in the UK?*
Yes No

Are you related to any member of the college Governing Body or employee?*

Yes No If yes, please specify

How did you find out about this vacancy?*

Source (please specify)

Internal e-mail

College website

Other (please specify)

Please specify any dates you would be unable to attend an interview

Next

Personal Details

* Denotes mandatory fields throughout the form.

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.

2. Education

1. Personal Details	2. Education	3. Personal Development	4. Teaching/Assessing	5. Work History
6. Experience	7. References	8. Equal Opportunities	9. Declaration	10. Complete

Application for WBL Assessor - Early Years

School/College/University	Subject/Course title (summary)	Level	Grade	Remove
ABC High School	English Lang., English Lit, Geography, Physics	GCSE	B	x
ABC High School	Maths, German	GCSE	A*	x
ABC High School	Psychology	GCSE	A	x
University	Psychology	Degree	2:1	x

Add Education/Qualifications

This section is for you to provide us with your general qualifications, please add any teaching/assessing qualifications to Section 4

* denotes required fields

School/College/University*

Subject/Course title*

Level* e.g. NVQ Level 2, A Level, GCSE

Grade* e.g. A*, Merit, Pass

Add

Previous **Next**

Education

Please state the level and grade for each of your qualifications.

Input details here and press the 'Add' button for each qualification.

If you make a mistake click on the 'Remove' x then enter the correct details.

When all qualifications are added and you are ready to continue to the next page press 'Next'.

3. Personal Development

1. Personal Details	2. Education	3. Personal Development	4. Teaching/Assessing	5. Work History
6. Experience	7. References	8. Equal Opportunities	9. Declaration	10. Complete

Application for WBL Assessor - Early Years

Course (summary)	Outcome (summary)	Remove
Safeguarding Children	Pass	x
European Computer Driving Licence	Pass	x
First Aid at Work (valid until April 2001)	Pass	x

Add training and development

Include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable

* denotes required fields

Course

Outcome

Add

click Add to save your training and development details

Grade/level	Association	Remove
Member	Association of Playgroup Supervisors	x
Regional Co-ordinator	St John's Ambulance	x

Add current membership and grade/level of professional associations

* denotes required fields

Grade/Level

Association

Add

click Add to save your professional associations details

Add brief details of any publications, research and training courses undertaken

Researched into the effects of television advertising on children under 5 as basis of University disertation.

Previous **Next**

Personal Development

This area is for any additional courses or information which is relevant to the post.

4. Teaching/Assessing information

1. Personal Details	2. Education	3. Personal Development	4. Teaching/Assessing	5. Work History
6. Experience	7. References	8. Equal Opportunities	9. Declaration	10. Complete

Application for WBL Assessor - Early Years

ONLY COMPLETE FOR A TEACHING/ASSESSING/VERIFYING/TUTOR POST - click 'Next' for other posts

From September 2007, all teaching staff are required to have a teaching qualification, or be working towards one

* denotes required fields

Do you have a degree? Yes No

What is your IfL membership number?

Do you have a teaching qualification or one that leads to QTS/QTSE/QTLS/ATLS? Yes No

If yes, is this in Primary Secondary Further education

What are your teaching qualifications? (please tick appropriate boxes)

PTLLS CTLLS DTLLS PGCE

Cert. Ed FAETEC (FE) C&G 7407 Stage 1 C&G 7407 Stage 2

C&G 7407 Stage 3 Other

Please describe other category

If you are studying for a teaching qualification please state the qualification and expected date of attainment

Teaching/Assessing/Verifying

The Institute of Learning is the professional body for teachers, trainers, tutors and student teachers in the Learning and Skills sector. From March 2008 it requires all teaching staff to be registered as a member. If you have an IFL number please enter it here. For further information go to www.ifl.ac.uk.

Qualification Date (mm/yyyy)

Teaching experience: please indicate level and/or responsibility points, etc.

Date started teaching career (mm/yyyy)

Do you have experience of teaching Basic/Key Skills? Yes No

If yes, please state qualification/area. e.g. IT/Communication/Application of Numbers

Are you qualified to teach students with disabilities and learning difficulties (SLDD)? Yes No

What are your assessor/verification qualifications? (please tick appropriate boxes)

D32/33 D34 D35 D36

A1 V1 V2

If you are studying for an assessor/verifier qualification please state the qualification and expected date of attainment

Qualification Date (mm/yyyy)

Qualification Date (mm/yyyy)

Do you have experience of assessing/training in a commercial environment? Yes No

What languages are you fluent in, other than English?

German

Previous
Next

5. Work History

Application for WBL Assessor - Early Years

Employer	Job title	From	To	Duties (summary)	Remove
<p>Add Work History</p> <p>Please give details of all jobs held including part-time and voluntary work, within the last 5 years</p> <p>* denotes required fields</p> <p>Name of employer* <input type="text"/></p> <p>Address line 1* <input type="text"/></p> <p>Address line 2 <input type="text"/></p> <p>Town* <input type="text"/></p> <p>County <input type="text"/></p> <p>Country <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Job title* <input type="text"/></p> <p>From* <input type="text"/> Calendar (ddmm/yyyy)</p> <p>To* <input type="text"/> Calendar (ddmm/yyyy)</p> <p>Base salary <input type="text"/></p> <p>Period of notice required (for current job) <input type="text"/></p> <p>Main duties and responsibilities* <div style="border: 1px solid black; height: 40px; width: 100%;"></div></p> <p>Reason for leaving/wishing to leave* <div style="border: 1px solid black; height: 40px; width: 100%;"></div></p> <p style="text-align: right; margin-top: 10px;"> Add <small>click Add to save your work history details</small> </p> <p style="text-align: center; margin-top: 10px;"> Previous Next </p>					

Work History

Please give details of your present/most recent role first and also in date order 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. Current employment If you are currently in employment enter the 'To' date as today and write 'Ongoing' in the Reasons for Leaving box, along with your reasons for wishing to leave.

6. Experience

1. Personal Details	2. Education	3. Personal Development	4. Teaching/Assessing	5. Work History
6. Experience	7. References	8. Equal Opportunities	9. Declaration	10. Complete

Application for WBL Assessor - Early Years

*denotes required fields

This is your opportunity to tell us why you are suitable for the job. You'll need to look at the personal specification and give us examples of how your experience, 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 different levels. In this section give us some specific examples of where and when you have demonstrated effective performance in each competency. You can use a maximum of 9000 characters*

This is the area where an applicant would outline their reasons why the post is particularly suitable for them. It should be completed to ensure that selectors can identify the competencies required in the Job Description/Person Spec from the details given here.

Characters remaining 8739

Previous Next

Experience

This is your opportunity to tell us why you are suitable for the job. You'll need to look at the job description/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.

This area is limited to 9,000 characters and will count them for you. **We recommend you prepare this as a word processing document first then copy and paste to this section.**

7. References

1. Personal Details	2. Education	3. Personal Development	4. Teaching/Assessing	5. Work History
6. Experience	7. References	8. Equal Opportunities	9. Declaration	10. Complete

Application for WBL Assessor - Early Years

Please indicate two people who can provide references - one of whom should be your present or most recent employer, the second should be the next most recent employer. If you have not worked due to being in education, then please provide names of your tutors.

*denotes required fields

Title	<input type="text"/>	Title	<input type="text"/>
Initials*	<input type="text"/>	Initials*	<input type="text"/>
Surname*	<input type="text"/>	Surname*	<input type="text"/>
Job title*	<input type="text"/>	Job title*	<input type="text"/>
Capacity in which known*	<input type="text"/>	Capacity in which known*	<input type="text"/>
Address line 1*	<input type="text"/>	Address line 1*	<input type="text"/>
Address line 2	<input type="text"/>	Address line 2	<input type="text"/>
Town*	<input type="text"/>	Town*	<input type="text"/>
County	<input type="text"/>	County	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Phone number	<input type="text"/>	Phone number	<input type="text"/>

Do you give permission to take up references prior to an offer of employment being made?*

Yes No

Do you give permission to take up references prior to an offer of employment being made?*

Yes No

Please state if your referees have known you by another name

Previous Next

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 in 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.

8. Equal Opportunities

1. Personal Details	2. Education	3. Personal Development	4. Teaching/Assessing	5. Work History
6. Experience	7. References	8. Equal Opportunities	9. Declaration	10. Complete

Application for EDE-Business Admin/Customer Service

* denotes required fields

Northampton College is committed as part of its Diversity and Inclusion Policy to attempt to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, religion, religious belief, nationality, ethnic or national origin, disability, sex, sexual orientation, age or marital status or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. This procedure is regularly reviewed to ensure that individuals are recruited, promoted, trained and treated on the basis of their merits and abilities.

One means of monitoring recruitment practice is by analysing data obtained from applicants for employment within the College. Your co-operation in providing the information on the Equal Opportunities monitoring form will be appreciated. Please be assured it will be treated confidentially and will contribute to the development of future recruitment practices aimed at equality.

This monitoring information will be separated from your application form and will play no part in the short-listing and selection process.

Should your application be successful the monitoring information will be transferred to your personal record to enable the College to monitor employees' progress within the organisation.

Date of birth Calendar (dd/mm/yyyy)

Gender Male Female

Marital status

Nationality

Religion/Belief If other

Ethnic background If other

Sexual orientation

Disability type

Disability statement

Interview guarantee policy for disabled applicants who meet the essential criteria.

The College policy is to offer an interview to all applicants with a disability (as defined by the Disability Discrimination Act 1995) who meet the essential criteria for the post.

If you feel that you have a substantial disability, either physical or mental, which is likely to last for 12 months or longer, please tick the box below.

If you have ticked the box, are there any arrangements that you would like us to make if you are shortlisted for interview?

Interview on ground floor

For further information please contact the Human Resources team. Thank you for your assistance.

Criminal convictions

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

We welcome applications from diverse candidates and if you disclose a conviction, this won't necessarily bar you from consideration for employment. Each case is looked at on its particular circumstances and background. For a copy of the Recruitment of Ex Offenders Policy, go to the jobs area at www.northamptoncollege.co.uk

Some jobs at the College involve contact and access to children, or vulnerable adults 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. Please note that civil offences such as parking fines or speeding offences don't need to be disclosed.

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.

Do you have a prosecution pending or have you ever been convicted by a court or cautioned by the police for any offence?*

Yes No

If yes, please complete the details below including any convictions and cautions, pending prosecutions, bind over orders, including the approximate date, the offence and the court or police force that dealt with the offence.

Approximate date	Offence	Conviction/pending prosecution	Court/police force	Spent?	Remove
------------------	---------	--------------------------------	--------------------	--------	--------

Approximate date	<input type="text"/>	Calendar (dd/mm/yyyy)			
Offence	<input type="text"/>				
Conviction or pending prosecution	<input type="text"/>				
Court or police force dealing with offence	<input type="text"/>				
Spent or unspent	Spent <input checked="" type="radio"/> Unspent <input type="radio"/>				
<input type="button" value="Add"/>					
click Add to save your conviction details					

I understand that the work I have applied for may be subject to a criminal record check from the Criminal Records Bureau before an appointment is confirmed. I have read the notes above and I am aware that all convictions must be disclosed, if the post for which I am applying involves unsupervised access working with children under 18 years and/or vulnerable adults. I give my consent for the information to be shared with the Recruiting Manager and Human Resources.

Failure to disclose criminal offences could lead to either your application being rejected, or if you are appointed, to dismissal if it is subsequently learned that you could have had any criminal conviction. If you would like to discuss this further, please contact the Human Resources team.

I agree*

As a registered body of the Criminal Records Bureau, we follow the Criminal Records Bureau code of practice. Should you require a copy, please go to www.crb.gov.uk

Equal Opportunities

Every applicant is assigned a unique candidate number which 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, sexual orientation, ethnicity or religious belief. The information contained on this Equal Opportunities page will be retained by Human Resources and won't be disclosed to the recruiting panel during the recruitment process.

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.

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

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.

9. Summary and Declaration

1. Personal Details	2. Education	3. Personal Development	4. Teaching/Assessing	5. Work History
6. Experience	7. References	8. Equal Opportunities	9. Declaration	10. Complete

Application for WBL Assessor - Early Years

Personal Details Summary [\[edit\]](#)

Preferred title	First name	Surname	Other names	Previous surname
Home telephone	Work telephone	Mobile telephone		
Address line 1	Address line 2	Town		
County	Country	Postcode		
Work permit required No	Related to College member	If yes, relationship details		
How you found out about this vacancy Newspaper Chronicle & Echo	Internal email	College website Yes	Other	
Dates unable to attend interview 10-12 May 2010 - out of the country				

Education Summary [\[edit\]](#)

School/College/University	Subject/Course title (summary)	Level	Grade
ABC High School	English Lang., English Lit, Geography, Physics	GCSE	B
ABC High School	Maths, German	GCSE	A*
ABC High School	Psychology	GCSE	A
University	Psychology	Degree	2:1

Personal Development Summary [\[edit\]](#)

Training and Development Course (summary)	Outcome (summary)
Safeguarding Children	Pass
European Computer Driving Licence	Pass
First Aid at Work (valid until April 2001)	Pass

Professional Associations

Grade/level	Association
Member	Association of Playgroup Supervisors
Regional Co-ordinator	St John's Ambulance

Publications, research and training courses undertaken

Teaching/Assessing Summary [\[edit\]](#)

Do you have a degree Yes	IFL membership number 123456789	Teaching qualification leading to QTS/QTSE/QLS/ATLS No	
Teaching qualifications			
PTLLS	CTLLS	DTLLS	PGCE
Cert. Ed	FAETEC (FE)	C&G 7407 Stage 1	C&G 7407 Stage 2
C&G 7407 Stage 3	Other		
Teaching qualifications being studied for			Date of attainment
PTLLS			06/2010
Teaching experience, indicating level and/or responsibility points			
Date started teaching career	Basic/Key skills experience	If yes, qualification/area	
Assessor/verification qualifications			
D32/D3	D34	D35	D36
A1	V1	V2	
Assessor/verifier qualifications being studied for			Date of attainment
Verifier 1			06/2010
Experience of assessing/training in a commercial environment		Qualified to teach students with disabilities and learning difficulties (SLDD)	
Yes			
Languages fluent in, other than English			
German			

Work History Summary [\[edit\]](#)

Summary & Declaration

Once you reach this page you can move around the document to make any corrections by using 'Edit', then 'Previous' and 'Next'.

If you wish to retain a copy of your application for your own records you can print the summary whilst it is on screen by selecting the 'Print' option.

Employer	Job title	From	To	Duties (summary)
Working days lost through sickness in the last 12 months 5				
Experience Summary [edit]				
This is the area where an applicant would outline their reasons why the post is particularly suitable...				
Referees Summary [edit]				
<i>First Referee</i>				
Title	Initials	Surname		
Job title	Capacity in which known		Phone number	
Address line 1	Address line 2		Town	
County	Country		Postcode	
Permission to take up references prior to an offer of employment being made Yes				
<i>Second Referee</i>				
Title	Initials	Surname		
Job title	Capacity in which known		Phone number	
Address line 1	Address line 2		Town	
County	Country		Postcode	
Permission to take up references prior to an offer of employment being made No				
Name you are known to your referees by				
Equal Opportunities Summary [edit]				
Date of birth	Gender	Marital status	Nationality	Sexual orientation
	F	Single	Greek	Prefer not to say
Religion/Belief	Religion/Belief other		Ethnic background	Disability type
			White - Oth...	No
Disabled	Interview arrangements			
True	yu7tiro			
Pending prosecution or previous conviction False				
<i>Pending prosecutions and previous convictions</i>				
Approximate date	Offence	Conviction/caution/pending prosecution	Court/police force	Spent?
12/11/2005	gulyt8o	r7696809	t7o969	Yes
Further Applications				
<input checked="" type="checkbox"/> I would like the information I have provided in the following sections to be retained, so that I will not need to re-type it on future applications: Personal Details, Education, Personal Development, Work History, References and Equal Opportunities				
I declare that the information given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.				
I also give consent for my personal data, including all sensitive personal data, as defined under the Data Protection Act 1998, to be processed for the purposes of the recruitment and selection process, and to enable the College to monitor the effectiveness of current policies and assist with statistical returns.				
I understand that checks may be undertaken to verify the information provided in this application.				
<input type="button" value="I Agree"/>				<input type="button" value="Print"/>

Double check that all data is correct on all these Summary sections before you click on 'I Agree' to submit your Application.

Future Applications

This box offers you the chance to save most of your details in case you wish to make applications for other posts in the future – the software will save information that would be common to any post. You will be able to edit it as required. This is a handy bonus!

When you next apply for a job the system will use your email address and password to recall your data.

Print Application

This box offers you the chance to either print or copy/paste a copy of the summary of your application.

CAUTION Pressing this button submits your application - Once you have submitted your application you will receive an automatic email confirmation of its receipt.

Good luck with your application