

GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully before you complete the application form.

Completing the application form

- Applications will only be accepted from candidates completing the available application form in full. Please **do not** send a curriculum vitae (CV) as a substitute or simply fill in the form by writing "refer to CV". Please continue on a separate sheet if you need to provide more information than the space allows, writing the vacancy and your name at the top.
- The decisions of the shortlisting panel will be based on the information given in the application form. Please ensure you read the advertisement, job description and person specification and any supporting information carefully to identify the key areas and use this to highlight how you demonstrate that you meet the essential and/or desirable criteria for the job.
- Candidates should be aware that all posts in the college involve some degree of responsibility for safeguarding children and/or young people, although the extent of that responsibility will vary according to the nature of the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', and pending prosecutions must be declared (unless they are subject to the DBS filtering rules. Further information on the DBS filtering rules is available at www.gov.uk/db). Details of any such information (unless subject to the DBS filtering rules) should be provided in a sealed envelope addressed to the Head of Human Resources, marked CONFIDENTIAL, and enclosed with your application.
- The successful applicant will be required to complete an Enhanced Check for Regulated Activity (which includes a Barred List check) from the Disclosure and Barring Service (previously known as the Criminal Records Bureau).
- Having a criminal record will not necessarily stop an individual from being employed by the college. This will only happen if it is considered that it makes the person unsuitable for the post. We will consider the nature of the offence, how long ago it was and the age of the person when it was committed. We will also consider any other factors that may be relevant
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. References will be sought directly from two nominated referees. References or testimonials provided by the candidate will never be accepted.
- At least one reference will be checked by personal contact with a referee by a member of the selection panel or the HR department, either by telephone or email, and a record of that contact made and kept.

- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify anomalies or discrepancies. This will include the applicant's previous school/college even if they have not nominated them as a referee. Additionally, if you are not currently working with children or young people but have done so in the past, that previous employer will be contacted for a reference even if they have not been nominated as a referee.
- Referees will always be asked specific questions about:
 - The candidate's suitability for working with children and young people.
 - Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children and/or young people.
 - The candidate's suitability for the post.
- You should be aware that the provision of false information, or the withholding of information relevant to the post, is an offence and could result in the application being rejected, an offer of employment being withdrawn or summary dismissal if the applicant has already commenced employment.
- Please note the college will immediately notify relevant external agencies if, on vetting any potential employee, it finds that a person who has been barred from working with children, young people or vulnerable people attempts to secure a position in the college (see the college's *Safeguarding and Child Protection Policy and Procedures* available on our website).

The selection process

- The shortlisting panel will consist of a minimum of two people. The shortlist is produced by assessing the application form against the job description and person specification.
- The selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of the short-listed candidates. Some selection processes may involve a two stage interview process e.g. first round and final round.
- Candidates will always be required:
 - To explain satisfactorily gaps in employment.
 - To explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
 - To declare any information that is likely to appear on an Enhanced Check for Regulated Activity (which includes a Barred List check) from the Disclosure and Barring Service.
 - To demonstrate their capacity to safeguard and protect the welfare of children and young people.
- At least one member of the panel will have undertaken Safer Recruitment Training.
- Invitation to interview is confirmed in writing, and candidates are advised of any assessments, presentations or special arrangements for the interview day.

- All applicants will receive a letter or email indicating whether or not they have been shortlisted for interview.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant to the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- Additionally, and in accordance with the *Asylum and Immigration Act 1996*, a candidate invited to interview must bring original documents detailing permission* to live and work in the United Kingdom as well as original documents that verify their identity and which can be used as part of the Disclosure and Barring Service checking process (although a disclosure will not be requested unless an offer of employment is made). *Please note that original documents only are required for these checks. Photocopies or certified copies are not sufficient.*

***Unless otherwise stated, when applying for a job at the college, you should ensure that you are already authorised to work in in the United Kingdom (UK). In accordance with the *Asylum and Immigration Act 1996* we require confirmation of candidates' permission to live and work in the UK. All candidates will therefore be required to produce at interview original documents (details of which will be included with the interview invitation letter) which demonstrate an ability to live and work in the UK and to do the type of work being offered.**

Offer of employment

- Any offer made to a successful candidate will be subject to the following conditions:
 - The receipt of two satisfactory references or more if required (see above).
 - Verification of identity and educational and professional qualifications.
 - The receipt of a satisfactory Enhanced Check for Regulated Activity (which includes a Barred List check) from the Disclosure and Barring Service.
 - Satisfactory evidence of eligibility to live and work in the UK.
 - A satisfactory health questionnaire (only after an offer of employment has been made).
 - The satisfactory completion of a probationary period.
 - Any additional checks that may be made if the successful applicant has lived abroad in accordance with statutory guidance.
- The provision of false information, or the withholding of information relevant to the post, could result in an employment offer being withdrawn or summary dismissal if the applicant has already commenced employment.