

HR ONLY - HR Ref: GE2568

Human Resources

Recruitment Line: 0161 249 2112

Enquiries: 0161 249 2110/2107

Dear Applicant,

**Re: Recruitment Opportunity**

Thank you for requesting an application form and further details for the enclosed staff vacancy.

The following documents are enclosed to assist you with your application should you decide to proceed.

1. Application Form / Equality Monitoring Form
2. Job Description
3. Person Specification
4. Equality Policy Statement
5. Disclosure Check Information
6. Data Protection Information

General notes

These notes have been written to help you complete your application form as effectively as possible.

It is important that you read the job details before you proceed any further and that you meet all of the essential criteria as stated in the person specification.

All applicants **must** complete the enclosed application form.

The selection panel will match the details you provide on the application form to the job description and person specification when deciding whom to invite for interview.

Personal details

Please provide accurate contact details so we can correspond with you about your application. The personal details page is a separate sheet to the main application form. This sheet is separated during the shortlisting process. Please remember to complete and return this when submitting your application.

Education, training and qualifications

The selection panel will wish to know details of your education and training experiences. Qualifications might include GCSEs, BTECs, NVQs, degrees post graduate degrees and relevant professional qualifications.

Please provide as much information as required in the designated sections of the application form. The successful candidate will be required to produce original testimonials and certificates at point of appointment.

#### Work and other experience

The selection panel will wish to know details of your current/most recent or previous employment e.g. full and part-time. You must also include periods when you have not been in paid work e.g. volunteering, unemployment, travelling abroad, period of family care and responsibilities etc.

#### References

Provide the names of two people who will be able to give an opinion of how well your skills might match the selection criteria. This should be **your current or most recent employer** or an individual who has known you in a professional capacity. Alternatively, one referee may be an individual who will provide a character reference on your behalf. If you have just completed an educational course, you should provide a referee from a College or University.

*Offers of appointment are subject to the receipt of satisfactory references.*

#### Additional Information/Supporting statement

The vacant position will be offered to the person who demonstrates to the selection panel that they can best satisfy the selection criteria through their education or training, current and previous employment positions held and relevant skills acquired.

It is important to show that you can satisfy the different types of criteria. To do this you need to say whether or not you have ever carried out similar tasks or held similar responsibilities and the level of these. Try to provide evidence to enable the selection to assess whether you have the skills being sought.

#### Disclosure of Criminal Convictions

All appointments at Xaverian College will be subject to an Enhanced Disclosure Check.

The check will include details of cautions, reprimands or final warnings, as well as convictions. Checks may also be made against government department lists of information held by the Department for Children, Schools and Families (DCSF), The Department of Health, including lists of those considered unsuitable for work with young people or vulnerable adults. Having a conviction will not automatically bar you from employment. This will depend on the circumstances and background to your offence(s).

For more information on the disclosure process please go to <https://www.gov.uk/disclosure-barring-service>

*Offers of employment are subject to the receipt of a satisfactory Disclosure Certificate from the Disclosure Barring Service (DBS).*

## Equality & Diversity Monitoring

The College is committed to the principle of equality of opportunity and requires that all staff adhere to the College's Equality & Diversity Policy. All applicants must demonstrate this commitment by completing the equality opportunities monitoring form.

The Equality Act (2010) defines a disability as "A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities".

To be covered by the Act, an individual must therefore have:

- a long term physical or mental impairment (lasting or likely to last for 12 months or more) and
- a condition that has a substantial adverse impact on their day to day activities at work.

The College is committed to ensuring that all applicants with a disability, who fully satisfy the essential criteria for the position, will be invited to attend an interview. If you have a particular disability which we need to consider e.g. mobility, visual impairment, hearing difficulties et please contact the College prior to interview and we will attempt to facilitate your needs. Should you require the application form and supporting documentation to be provided in a larger text, please contact Human Resources.

**Please return your completed application form to:**

**Human Resources, Xaverian College, Lower Park Road, Manchester M14 5RB**

**or**

**Send as an attachment by email to [hr@xaverian.ac.uk](mailto:hr@xaverian.ac.uk).**

If you are posting your application form to the College and would like us to acknowledge receipt of your application please enclose a stamped addressed envelope. If you receive no further communication from the College in relation to your application (usually within 4 weeks of the closing date) you may assume that you have been unsuccessful.

We look forward to receiving your application. Please do not hesitate to contact the Human Resources department if you have any queries.

Human Resources  
**Xaverian College**