

## APPLICATION FORM GUIDANCE NOTES

These guidance notes have been prepared to assist you in your application for the post. Please read them carefully before completing the form as selection for interview is solely based on the information you provide within your completed application form and supporting letter of application. The purpose of the form is to obtain a common set of core data from all applicants and the form has been designed for you to provide as much relevant factual information as possible.

You are also asked to submit a supporting letter of application. This should include how you see your experience and achievements as relevant to your application for the post. Please note that supporting letters of application should also clearly state your name and the title of the post that you are applying for.

Please ensure you provide explanations for any gaps in training or employment.

The College may approach previous employers to verify particular experience and/or qualifications.

If you are successful, you will need to produce original certificates of all relevant qualifications.

Completed application forms must be received by the Personnel Department by the closing date stated within the Recruitment Information. Any applications received after the closing date may not be considered for short listing.

Should you require copies of documents in alternative formats i.e. language, large print, Braille etc. please contact the Personnel Department.

**We look forward to receiving your application.**

### **Recruitment and Selection Policy**

Our policy is to ensure that the recruitment and selection process is as objective as possible. All applicants are assessed against the same criteria and every effort is made to give them an equal opportunity regardless of age, disability, ethnic origin, gender, marital status, religion or belief, sexual orientation, offending background or any condition or requirement which cannot be otherwise justified.

We value diversity and encourage members from all sections of the community to apply to work at Southport College.

All posts have a job description and person specification. The job description describes the post, so that managers, post holders and job applicants are clear about what is required. The person specification identifies the minimum skills, experience and qualifications needed by the post holder to carry out the job effectively.

**Details of the post of which you are applying**

State clearly the post that you are applying for including the vacancy reference number (this can be found within the advert and on the job description for the post). If you are applying for more than one post, you will need to complete a separate application for each post.

**Personal Details**

Enter your personal details as required including your full name and current residential address.

If you are applying for a teaching post and you are recognised by the DfES as a qualified teacher, please include your DfES number.

**Permission to work in the UK**

In accordance with the Asylum and Immigration Act 2006, if you are asked to attend for interview, you will be asked to provide documentary evidence that you are entitled to work in the UK without the need for the College to seek a work permit.

**Relationships**

Please advise if you are related to, or have a close personal relationship (e.g. Partner), with, any College employee, a member of the Corporation Board or sub contractor that we work with. We want to ensure that the selection process is not prejudiced in any way. Any deliberate failure to make a disclosure will disqualify you. If it is discovered after appointment, you may be dismissed.

**Canvassing Members of the College**

Canvassing any member of the College, directly or indirectly, in connection with an appointment shall disqualify the applicant concerned. This provision does not prevent a member of staff from giving a reference of the applicant's ability, experience or character for submission with an application.

**References**

In order to support the selection decision, you are asked to provide the details of two referees, one of which must be your current or most recent employer.

The post for which you are applying may require a DBS Disclosure. If you are not currently working with children, but have done so in the past, a reference will need to be obtained from the employer by whom you were most recently employed to work with children.

In nominating a second referee you should choose somebody who can comment on your ability to carry out the duties of the post of which you are applying for, ideally from an immediate line manager.

### **References (Cont'd)**

If you have never been in employment, you should identify two referees who are able to comment about your skills, knowledge and abilities. Likewise if you are a school, college or university leaver you should give details of an appropriate person, such as a teacher.

Unsolicited references, past references provided within your application and those from family members/friends are not acceptable. Please ensure that you provide full and clear contact information for your referees, as difficulties in contacting referees and obtaining satisfactory references may delay the confirmation of an offer of an appointment. References will always be taken up for all shortlisted applicants invited in for interview.

Any offer of employment will be conditional, subject to the receipt of references, which are satisfactory to us. For employer references you should provide a referee who was senior to you and is able to comment upon your suitability for the role.

### **Present/Last Employment**

Outline the details of your current or most recent employment, summarising the main duties and responsibilities (these can be in bullet point format). Please note that this information will be validated for example, against references received from your appointed referees and therefore full and accurate information is required.

### **Previous Employment**

Please provide details of your previous work history starting with the most recent listed first, including any part-time and voluntary work as well as full-time employment, with start and end dates, including the month and year. For periods not in employment please provide explanations. If you do not have space to include all previous employment history, please use a continuation sheet.

If you are applying for a teaching post please provide details of any previous teaching history starting with your most recent post, including any part-time and voluntary work as well as full-time employment, with start and end dates, including the month and year. If you do not have space to include all previous teaching history please use a continuation sheet.

### **Education and Qualifications**

You should include history of your secondary education, starting with your most recent school first and provide start and end dates, including the month and year. Details should also be given of qualifications gained including the grade awarded.

Please include details of any further and higher education, starting with your most recent educational establishment, and provide start and end dates, including the month and year.

Details should also be given of qualifications gained including the grade awarded. Also include any qualifications which you are currently studying for.

### **Membership of Professional Bodies**

Please provide information of membership of particular professional bodies. If the membership of a particular professional body is a requirement for the post (as specified in the recruitment information) you should bring evidence of membership to interview.

### **Continuing Professional Development (CPD) Undertaken**

Specify all details of any training undertaken relevant for the post. This should also include training that you have undertaken as part of a government/training scheme. This should be listed starting with the most recent, with start and end dates, including the month and year. Details should also be given of qualifications gained including the grade awarded.

Also include any research that you have undertaken.

### **Part Time Lecturer Application**

This section should only be completed by applicants wishing to apply for a part-time lecturer post.

### **Experience**

You may want to include any skills and experience acquired through past or present employment, voluntary/unpaid work, or from outside of the workplace. You should provide as much relevant information as possible, demonstrating your suitability to the post. This should also be covered in your supporting letter of application.

### **Disclosure of Criminal Convictions**

Southport College is committed to safeguarding and promoting the welfare of children and young people. If successful, you may be required to undertake a disclosure via the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB). Unless there are exceptional circumstances, successful candidates cannot take up their post until these checks are completed.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's DBS Policy. Visit [www.gov.uk](http://www.gov.uk) for further information on criminal records checks. Copies of the College policies are available on the College's website at [www.southport.ac.uk](http://www.southport.ac.uk).

In completing and submitting the College's recruitment application form and DBS Disclosure Application form, you are giving your consent for an external I.D. validation service to be used if you are unable to provide sufficient identification as detailed in Route 1 of the DBS process. For further information on the process see [www.gov.uk](http://www.gov.uk).

## **Disclosure of Criminal Convictions (Cont'd)**

Southport College is an educational establishment that provides education to children and/or vulnerable adults. Therefore the College needs to assess your suitability for the position you are applying for and is entitled to ask questions about your criminal record.

You are required to disclose certain information concerning your criminal cautions and convictions. You must disclose information about spent and unspent criminal convictions (other than a protected conviction) and spent and unspent cautions (other than a protected caution).

You are not legally required to disclose information concerning protected cautions and convictions. To determine if your caution or conviction is protected and whether or not you need to disclose it in your application, you need to refer to the relevant legislation, including the offences listed in [The Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2013](#).

### **Applicants who were over the age of 18 when the caution or conviction was issued**

#### **Do I need to disclose my conviction?**

If your answer to any of the following 3 questions is 'yes', you will need to disclose your conviction:

1. Is the conviction for a listed offence?
2. Did you receive a custodial sentence/sentence of service detention?
3. Have you been convicted of any other offence at any time?

If you answered 'no' to the above 3 questions, have 11 years or more passed since the date of the conviction?

If less than 11 years have passed since the time of the conviction, you will still need to disclose it.

#### **Do I need to disclose my caution?**

Is the caution for a listed offence?

If your answer to question 1 above is yes, you will need to disclose your caution.

If your answer to question 1 above is no and you were over age 18 at the time of the caution, have 6 or more years passed since the time of the caution?

If less than 6 years have passed since the time of the caution, you will still need to disclose it.

### **Applicants who were under the age of 18 when the caution or conviction was issued**

#### **Do I need to disclose my conviction?**

### **Disclosure of Criminal Convictions (Cont'd)**

If your answer to any of the following 3 questions is 'yes', you will need to disclose your conviction:

1. Is the conviction for a listed offence?
2. Did you receive a custodial sentence/sentence of service detention?
3. Have you been convicted of any other offence at any time?

If you answered 'no' to the above 3 questions, has 5 years and 6 months or more passed since the date of the conviction?

If less than 5 years and 6 months have passed since the time of the conviction, you will still need to disclose it.

#### **Do I need to disclose my caution?**

Is the caution for a listed offence?

If your answer to question 1 above is 'yes', you will need to disclose your caution.

If your answer to question 1 above is 'no', has 2 or more years passed since the time of the caution?

If less than 2 years have passed since the time of the caution, you will still need to disclose it.

All cautions and convictions for specified serious violent and sexual offences, as well as other offences relating to the safeguarding of children and vulnerable adults will **always** need to be disclosed. Applicants are strongly encouraged to refer to the extensive list of such offences which is available on the [Disclosure and Barring Service website](#). The list of offences will be kept updated to reflect changes to legislation in the future.

In the event that you are offered employment, any failure to disclose unprotected convictions or cautions could result in disciplinary action which may lead to your dismissal from the College. For this reason, if you are unsure about how the law applies to you, you are encouraged to seek legal advice before making your application.

### **Equal Opportunities in Employment**

We are an equal opportunities employer and value diversity. No applicant, employee or user of its service will receive less favourable treatment on the grounds of age, disability, ethnic origin, religion or belief, gender, marital status, sexual orientation, offending background or be disadvantaged by any condition or requirement which cannot otherwise be justified.

In order to monitor the effectiveness of the College's Equality Strategy and to continue to develop relevant personnel policies please answer all of the questions on the Equal Opportunities monitoring form.

### **Equal Opportunities in Employment (Cont'd)**

Upon receipt of your application, the form will be detached from your application; it will not be circulated to the shortlisting panel and forms no part of the selection process. However, it will be necessary to share information about disability during the selection process in order to guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post and/or to ascertain what support and assistance may be required.

### **Positive about Disabilities**

We are committed to the employment and career development of people with disabilities.

To demonstrate our commitment we use the Disability Symbol which is awarded by Jobcentre Plus. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum essential criteria for the post.

If you have a disability there are a number of ways in which we can help you if you need it. These include assistance with completing the application form, making special arrangements if you are invited for an interview and making adjustments to the job, where reasonable.

### **Medical Information**

If an offer of employment is made, it will be subject to a satisfactory medical. You would be required to complete a medical questionnaire and, if necessary, undergo a full medical examination.

### **What Happens Next?**

The shortlisting panel will decide on the information given in the application form which applicants best meet the criteria.

If you submit your application via email then you will be asked to sign the declaration if you are asked to attend for interview.

Unfortunately, due to the cost involved with large numbers of applications, we can only contact you again if you have been selected for interview. The College believes that it is more beneficial to spend our resources on our students, as I am sure you will appreciate.

If we have not responded to your application within one month of the closing date, please assume that your application has been unsuccessful.

Whatever the outcome of your application, thank you very much for the interest shown in working for Southport College.

**Good luck with your application!**

Please return your completed application by email to: [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk) or by post to The Personnel Department, Southport College, Mornington Road, Southport PR9 0TT.