

GUIDELINES & NOTES FOR APPLICANTS

Before you complete the application form please read the guidance notes carefully. Complete **all** sections of the form **in full**. You may, if you wish, send a covering letter, curriculum vitae or any other documents in support of your application. If you are unable for any reason to complete this form yourself, you may arrange for someone else to complete it on your behalf, and your form should be endorsed as such, or submit an audio tape.

Brooksby Melton College is committed to providing the best possible recruitment service to the applicants. All Brooksby Melton College employees will make every effort to ensure that you are dealt with in accordance with the following standards.

Our aim is for you to be treated in a polite, helpful and friendly manner at all times.

We aim: to try to take account of any particular needs you may have, so please make us aware

that whenever we write to you, we will give you the name and number of someone who will deal with any queries you may have

that your application will be dealt with efficiently and confidentially

to write to you in a clear manner that should be easy to understand, but if you are unclear at any time then please contact Human Resources.

for the recruitment process to be up-to-date, accurate and produced to professional standards.

Complaints

If you think you have been treated unfairly at any stage of the recruitment process, you have the right to make a complaint. We take seriously any complaints or concerns that you have about your treatment and we will investigate promptly and sensitively.

Complaints should be made in writing to the Head of Human Resources within five working days of receiving a decision from the College. You should receive acknowledgement of your letter and, possibly, an initial response, within five working days of its receipt. Your complaint will be investigated by an independent member of Human Resources team who has not been involved in the recruitment process. You will be informed of the outcome as soon as possible.

Please note: if your complaint is in connection with an interview, please make your complaint by telephoning Human Resources within two working days of the interview.

Completing your application form

Your application form will play a key part in deciding whether you will be short listed, so it is important that you take your time and complete it as fully and as accurately as possible.

- These notes are intended to help you complete the application form for Brooksby Melton College, please read them carefully before you start. Please ensure that you also read any job details particularly the job description and person specification.
- We accept application forms by post, fax or e-mail. The form should be word processed, handwritten or typewritten completed legibly in black ink to allow for photocopying. Please check that all sections of the form are complete before sending it off to us.
- Please make sure that any continuation sheets are headed with your name and post being applied for.

1 PERSONAL DETAILS

This provides the HR team with contact details and confirms your eligibility to work in the UK.

In order to avoid any possibility of bias or prejudice, the information you provide in section 1 of the application form is for the use of Human Resources Management only and will not be passed on to anyone involved in the selection process until the shortlisting stage.

Data Protection

Any data about you will be held in completely secure conditions, with access restricted to those involved in dealing with your application and in the selection process. As indicated elsewhere, the data you provide will also be used to monitor the effectiveness of the College's Equal Opportunities Policy. We will be unable to process your application unless we can use your personal data in the ways described above. We shall consider that, by signing and submitting the enclosed application form(s), you are giving your consent to the processing of your data in the ways described above.

Eligibility to work in the UK

Section 8 of the 1996 Asylum and Immigration Act makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him or her from taking up the post in question. This applies to all types of employment, including part-time, temporary or casual appointments. Successful applicants will be asked to produce evidence of eligibility to work in the UK. A list of acceptable documents will be provided at that stage.

2 EMPLOYMENT DETAILS

Please provide details of employment, this can be full-time, part-time, paid or work carried out in a voluntary capacity.

3 EDUCATION/TRAINING DETAILS

Please provide details of any **relevant** education, qualifications and training courses.

4 PERSONAL STATEMENT

Applicants who can demonstrate in their applications that they possess the skills, experience and abilities required for the job stand the best chance of being shortlisted and selected for interview. The purpose and main duties and responsibilities of the post are set out in the job description and the skills, abilities and experience we are looking for in the successful candidate are listed in the person specification.

It is important to provide evidence that you can meet each of the requirements in the person specification, by giving specific examples of what you have done and how you believe you meet each requirement; mere assertions that you have the required experience or skill are not sufficient. We would suggest that you use the selection criteria as headings in the order they have been listed, to make sure that you address them all in turn.

You can refer to any relevant skills, knowledge or experience you have acquired in paid or unpaid work (that is, outside full-time employment); for example: studying, training, social activities, organising sports, community or voluntary work. But please remember to explain how your experience, skills and knowledge meet the requirements in the person specification and the duties and responsibilities in the job description.

Unless you provide evidence that you possess all the requirements, supported by relevant examples, you may not be included in the shortlist. Only those candidates who demonstrate an acceptable performance level on each requirement of the person specification will be shortlisted.

The shortlisting panel (always at least 2 people trained & authorised to do so) will decide whom to call in on the basis of a pre-determined person specification. This document lists those qualities e.g. skills, knowledge, experience, qualifications etc, which are 'essential' (i.e. which you must have to do the job), and those which are 'desirable' (i.e. which will help somebody to perform the complete range of tasks in the job more readily). It is important, therefore, that you tailor your application form to the person specification, the job description and the recruitment advertisement, all of which you will have received with the job pack.

5 REFERENCES

If you are shortlisted, your referees will only be contacted if you indicate on the form that you have no objections to this. Satisfactory references must be received before a new employee can start work for the college. If you are in paid employment, or have been in paid employment, please make sure that the referees you nominate include your present or most recent employer. Ideally, we would like to take up at least one reference prior to interview so an e-mail address would be preferable. If you are a student, this could be your **Course Tutor or Principal**.

Personal references: please ensure your referee has given their permission to be contacted.

It would be helpful if your referees could be contacted as soon as possible if you are selected. Please indicate on the form if you have any strong objections to either reference being sought at interview stage.

THE SELECTION PROCESS

Shortlisting

The first stage of the selection process involves drawing up a shortlist of candidates. Only those candidates who reach an acceptable level on the requirements of the person specification will be shortlisted. Shortlisting will take place as soon as possible after the closing date for applications. Selection panels normally consist of three members. The panel for each vacancy is responsible for all the selection stages.

Tests

Shortlisted candidates may be asked to sit for a test as part of the selection process. This will depend on the nature of the job. Success at the test stage is prerequisite for proceeding to the next stage of the selection process. Tests may also be used as part of the interview stage (see below) to evaluate particular requirements of the person specification.

Interview

This is the final stage of the selection process. As part of the interview, you may be asked to analyse a case study, draft a document or prepare a presentation on the day. Please bring with you to your interview the originals of any relevant qualifications/certificates and awards.

Disability

All applicants with disabilities who meet the minimum criteria for shortlisting will be guaranteed an interview. As defined by the Disability Discrimination Act 1995, disability is: 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. The definition is to be interpreted widely, so that people with 'hidden disabilities' can be included, as can those who have had a disability in the past. Severe disfigurement is also treated as a disability.

Terms used in the definition are explained in more detail below:

- An impairment covers physical and mental impairments, including learning disabilities and mental illness (if recognised by a respected body of medical opinion).

- Substantial adverse effect means the effect must be more than minor; for example, it would include the inability to turn taps or knobs or to walk up or down a flight of stairs.
- Long term means the disability has lasted, or is likely to last, at least 12 months, or for the rest of a person's life, and includes those effects that come and go over time and are likely to recur beyond the 12 months period. The Act also covers progressive conditions where the impairment is likely to become substantial. The Act protects people with these conditions from the time that there is some noticeable effect on normal day-to-day activities, rather than from the date of diagnosis. The effect need not be continuous and need not be substantial.
- Day-to-day activities are normal activities carried out by most people on a regular basis and must involve one of the following broad categories: ability to lift, carry or move ordinary objects, speech, hearing, eyesight, memory or ability to concentrate, to learn or understand and being able to recognise physical danger.

Pre Employment checks

All successful applicants will undergo a 'list 99' check to ensure that they are cleared to work with children and vulnerable adults.

Disclosure of Criminal Offences

The Rehabilitation of Offenders Act (1974)

The Rehabilitation of Offenders Act (1974) was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs.

What should be declared?

Under the Rehabilitation of Offenders Act ex-offenders are not required to disclose to organisations convictions that are 'spent' (unless the job they are applying for is exempted from the Act). The length of time required for an ex-offender to become 'rehabilitated' depends on the sentence received and the age when convicted. Custodial sentences of more than two-and-a-half years can never become 'spent'. If a conviction is not 'spent' you should disclose details on your application form.

Exemptions and disclosure

Some positions are exempt under the Rehabilitation of Offenders Act. In this case the College is legally entitled to ask applicants for details of convictions, irrespective of whether they are 'spent' or 'unspent' under the Act. Disclosure of this information is via the completion of a Criminal Records Bureau Disclosure (CRB check).

The advertisement and recruitment literature will specify if this is the case. If the post you are applying for is subject to an enhanced or standard disclosure you must provide details of **all** convictions including those 'spent' under the Rehabilitation of Offenders Act (1974) and Exceptions Order (1975). This includes cautions, reprimands, warnings, investigations or prosecutions pending.

You will not be contracted to commence work until the disclosure record has been received and cleared. Any information disclosed will be treated sensitively and in confidence for the purposes of deciding a candidate's suitability for the post applied for. Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal.

A copy of the CRB Code of Practice is available from Human Resources on request. A copy of our CRB policy, including the recruitment of ex-offenders is enclosed in the information pack.

Employment Equality

Brooksby Melton College is an Equal Opportunities Employer committed to applying positive action and promoting best employment equality practice in its efforts to eliminate discrimination and create working environments where all are treated fairly and with respect.

The College takes action to ensure that anyone who works for the College or who applies for a job will not be treated less favourably than anyone else because for example, their colour, race, ethnic or national origin, religious or political beliefs, gender, responsibility for dependants, disability, age, (over 16), marital status, or sexual orientation.

RECRUITMENT MONITORING FORM

We aim to be an Equal Opportunities employer and in order to ensure that our policy is effective we need to monitor the number of applicants and employees. All applicants are therefore required to provide the information requested on the Recruitment Monitoring Form. Human Resources separate this form from your application prior to shortlisting. **This information is used only by Human Resources to monitor the College's progress on equality.** It is treated confidentially and is not revealed outside the College, except as part of overall numbers, which could not identify individuals. All application forms and recruitment monitoring forms of unsuccessful applicants are destroyed after twelve months.

Internal Applicants

Internal applicants will be expected to advise their line manager where they are applying for a post, in return line managers will not require their staff to make up any time lost attending internal job interviews within the College.

Arrangements for Selection/Interview

Shortlisting should normally be completed within a week of the closing date for applications. However, there may be exceptional circumstances, where this may be longer, if this is the case Human Resources will contact you to let you know how long the delay will be. When the shortlist has been agreed, invitations for interview are sent to the selected candidates. The interview will normally be held within four weeks of the closing date. Should the selection process incorporate assessments, presentations or a micro teach, full details will be included in the letter of invitation.

Acknowledgement of Receipt of Applications

In the interest of economy we do not acknowledge receipt of applications. If you require confirmation you may contact the Human Resources Administrator to confirm receipt.

For any enquiries please contact Human Resources on 01664 855224