



Application Guidance

Thank you for interest in working for SMB Group. These guidance notes have been prepared to ensure that you are able to complete our application form as effectively as possible and to make you aware of some key aspects of our approach to recruitment.

Equality and Diversity

The College is committed to ensuring that we provide an inclusive learning and working environment where everyone can reach their full potential, regardless of their background.

Our Equality and Diversity Policy applies to all members of the SMB Group community and is designed to create an environment where equality, diversity and inclusion is naturally part of our everyday life, covering all aspects of our activity.

We aim to:

- Promote equality and diversity across all of our activities
- Foster and promote good relations between people of a diverse background
- Eliminate unlawful discrimination, harassment and victimisation
- Encourage and widen participation, raise standards and advance aspiration for all

Our commitment to equality and diversity is written into all job descriptions and person specifications and all of our employees are expected to support this commitment on a day to day basis.

We seek to develop a diverse workforce and no applicant will be treated less favourably on the grounds of age, disability, gender, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sexual belief or for any other reason which cannot be objectively justified.

All recruitment decisions will be based purely on the basis of merit and all candidates will be assessed against the essential selection criteria outlined in the person specification. You will not be asked about your domestic or

personal circumstances that have no relevance to your ability to carry out the duties of the job.

Further details can be found in our **Recruitment and Selection Policy**.

Completing the Application Form

All applications for all positions within SMB Group should be made using our standard application form. This can either be completed online or downloaded from our careers page and returned by e-mail or post. Please do not submit CVs as a substitute for any part of the application form.

If you are completing the form by hand, please do so using in **black ink** as all applications will be photocopied.

You should ensure that all sections are completed as fully as possible and that you sign and date the form before you submit it.

The application form is the first stage of our recruitment process and we will use this to assess your suitability against the person specification for the role you are applying for. You should, therefore, ensure that you read the job description and person specification carefully before you complete your application form.

Personal Details

Please complete the information in full as we will use this information to contact you about your application

Present Employer

Please provide details of your current employer. If you are currently unemployed or in education, then please ensure that you specify this. You should include details of your duties and responsibilities, outlining any specific achievements.

Please enter the date in DD/MM/YY format when you started employment.
Please provide your current salary and notice period.

Employment History

Please provide us with details of your employment history from when you left education. Please start with the most recent, ensuring that all gaps in your employment record are accounted for. Dates should be provided in DD/MM/YY format. Please provide details of the position held with a brief description of duties and responsibilities, along with reasons for leaving.

Education and Training

Please provide details of your education and training that you have provided details of any qualifications you hold. Please ensure you refer to the person specification for the essential and desirable qualifications that are required for the role.

For most positions in the College we would expect applicants to hold a Level 2 or equivalent qualification in Mathematics and English or be able to demonstrate competence at this level though diagnostic testing. Where this is the case this will be clearly stated in the person specification.

Please confirm whether you hold a Level 2 qualification or equivalent in mathematics and English and if you are able to provide certificates to confirm this.

Level 2 qualifications in Mathematics and English equate to Grade C/4 or above at GCSE or a Grade 1 at CSE. If you are unsure which level you hold then please contact humanresources@smbgroup.ac.uk.

Supporting Statement

This is your opportunity to explain fully your suitability for the role you are applying for. This section will be important to the appointment panel in deciding whether or not to shortlist you for interview.

Please provide supporting information, outlining any experience, skills and knowledge relevant to the post, which you are applying for. It is important that you illustrate (using examples) how you meet the essential criteria and where possible the desirable criteria outlined in the person specification and job description.

References

Please give the names of 2 people who are prepared to provide the College with a reference regarding your suitability for the post which you are applying for.

Please provide full contact details, including email addresses. The first should be your current or most recent employer, ideally the Human Resources Department. The second reference should be your previous employer, again ideally the Human Resources Department. Contact details should be company email addresses where possible.

If you are a school, college or university leaver then please provide details of your tutor/ teacher/ head teacher.

References will not be accepted from friends or relatives.

Please ensure that you clearly indicate if you object to your referees being contacted before an offer of employment is made.

Additional Questions

Please confirm that you are eligible to reside and work in the United Kingdom. Please ensure that you read the accompanying documentation **Asylum and Immigration Act 2006 Right to Work in the UK** and state, which documents you are able to provide to confirm your eligibility.

If you have any restrictions on your right to work in the United Kingdom, then please provide details.

Please confirm whether you have worked or lived outside of the UK for more than 3 months, within the last 5 years. If you answer “Yes” then please provide the following details:

- Dates to and from
- The country/ countries where you have lived or worked

Please ensure that you read the accompanying document **Convictions and ‘Spent’ Convictions**.

Please confirm if you have any family/personal relationships with any employee or member of the Governing Body of SMB Group. You should provide their name and your relationship to them.

Please also let us know where you learnt of this vacancy.

Declaration

Please sign and date your application. Candidates who submit their application form via e-mail will be required to physically sign the application form at interview stage, if they are shortlisted.

Disclosure of Criminal Convictions

Please complete and date one of the boxes either A or B. All applicants must complete and date box C.

Confidential Monitoring Form

This section is used for monitoring purposes, statistical analysis and returns. Please note that this section will be detached from your application prior to shortlisting and will be stored confidentially by the Human Resources Department.

Submitting your application

Please check through your application, ensuring all necessary sections are completed. **Please remember that we cannot accept CVs.**

Please ensure that you keep a copy of your application.

Application forms can be submitted via email to:

humanresources@smbgroup.ac.uk

Alternatively they can be posted to:

Human Resources Department
SMB Group
Thornborough Road
Coalville
Leicestershire
LE67 3TN

If you have any queries or problems with regarding your application or vacancy then please do not hesitate to contact the Human Resources Department via email at humanresources@smbgroup.ac.uk or Tel: 01530 836136.

Information for Disabled Applicants

The SMB Group is a Disability Confident Employer and we are committed to a positive approach to employing disabled people.

If you have a disability we would encourage you to tell us about it as we will guarantee you an interview if you can demonstrate that you meet the essential selection criteria outlined in the person specification for the role you are applying for.

The final section of our application form **Confidential Monitoring Form** requests information about any disability or medical conditions you may have.

It is important that you tell us whether you require adjustments to any part of the selection procedure including arrangements for interview. We are committed to making any reasonable adjustments that we can to enable you to fully participate in our interview and assessment process.

If you are offered the job, reasonable adjustments to the working conditions or environment that may be required to enable you to carry out the duties of the job will be carefully considered in consultation with you.

Under the Equality Act 2010, a person has a disability if:

- They have a physical or mental impairment
- The impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:

- “substantial” means more than minor or trivial
- “long-term” means that the effect of the impairment has lasted or is likely to last for at least twelve months
- “normal day-to-day activities” include everyday things like eating, washing, walking and going shopping

People who have had a disability in the past that meets this definition are also protected by the Act.

There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis. People with some visual impairments are automatically deemed to be disabled.

There is no legal requirement for you to provide information about your disability on this form. However you are encouraged to do so, particularly where you believe that the information may be relevant to the job application.

All of our documents can be made available to you in different formats on request e.g. large print, audio or braille.