

## **Guidance Notes for Applicants**

The following documents are included in your recruitment pack to aid you with the completion of the application form:

- Application Form and associated guidance notes
- Equal Opportunities Form and associated guidance notes
- Job Description
- Person Specification
- Summary of Terms and Conditions of Employment
- Advert

**All applicants must complete the standard College Application Form.**

The information which you provide on your application form will play a vital part in deciding whether you will be called to interview. It is important that you complete the application form as fully as possible. To enable you to do this detailed guidelines are included, section by section, of what should be included in your application form.

You may complete the form either by hand, or in typed format. All sections of the form should be completed in black ink and sections A - G should be completed in block capitals.

Please do not submit a CV either in place of or to accompany your application form. This is not necessary and will not be considered as part of your application.

Sections A to G are detachable for HR use only. Selection for interview will be based only on sections H to M.

### **Section A**

- Please complete in block capitals.
- Please ensure that you enter the Post Reference number as well as the Post Title and Faculty/Section. This reference number can be found at the bottom of the vacancy advert.

## **Section B**

- Please complete in block capitals.
- Please ensure that you include your postcode.
- Please ensure that you provide a contact telephone number **or** e-mail address to allow us to reach you should we need to contact you to arrange an interview.
- If you are not a non-UK/EU National please enter your nationality and the number which is on your Work Permit.

## **Section C**

- Please fully complete section C to indicate whether or not you wish to apply for the post on a job share basis.

## **Section D**

- Please fully complete section D to indicate whether or not you consider yourself to be disabled as set out under the Disability Discrimination Act. The definition of Disabled under this Act can be found on the 2<sup>nd</sup> page of the Equal Opportunities form included in your recruitment pack. Candidates selected for interview who have indicated "yes" to this question will be contacted by a member of the HR Section to establish if any reasonable adjustments need to be made in order to facilitate attendance at interview.

## **Section E**

- Please complete in block capitals.
- Please tick the boxes if you object to a referee being contacted prior to interview. It is normal College policy to take up references prior to interview.
- Please ensure that you give us details of your referees. It is essential that you give us full and up-to-date contact details for your referees to enable us to quickly obtain a reference should you be successful at interview stage.

## **Section F**

- Please read fully.

## **Section G**

- Please read and complete fully.

## **Section H**

- Please complete fully.
- You are not required to state the dates of obtaining your qualifications.
- Ensure that you state the level of your examinations e.g. Standard Grade, Higher, CSYS, HNC, HND etc and the grades you obtained.

## **Section I**

- Please complete fully.
- Please include details of any training which you have received which you consider to be relevant to the position which you have applied for.
- You are not required to state the dates of any formal training undertaken.

## **Section J**

- Please complete fully.
- Section J to M are the most important sections as they relate to your previous work experience and the competences and skills which you have.
- Please describe the main duties and responsibilities of your current or most recent role, the skills you needed and or have learned whilst in this post.
- Relate this experience, skills and competencies to the duties of the post you are applying for as fully as possible. You should refer to the job specification and person specification which you received in the recruitment pack.
- Please ensure that you state your current salary and salary scale and period of notice.

## **Section K**

- Please complete fully.
- Please use this space to tell us about any previous positions which you have had, the main duties and responsibilities involved and the skills you needed and/or learned whilst in these post(s).
- Take into account any paid or unpaid work which you have been doing.

- Relate this experience, skills and competencies to the duties of the post you are applying for as fully as possible. You should refer to the job specification and person specification which you received in the recruitment pack.
- Additional space for this information is available in section M.

### **Section L**

- Please complete fully telling us why you are applying for the post and why you would be suitable for the position. It would be useful to mention evidence of any skills and competencies not stated in sections J to K.
- Additional space for this information is available in section M.

### **Section M**

- It is not always necessary to complete section M. This section is to be used as additional space should you require it.