

HUMAN RESOURCES

Guidance Notes for Applicants

Application form guidance notes

The application form is designed to enable candidates to be assessed for short listing purposes and to help the College monitor the implementation of its Single Equality Scheme. Your completed application form is the only basis for considering your initial suitability for the post. No assumptions will be made about your experience or skills. These notes are designed to help you to complete the application form effectively. We recommend very strongly that you read these notes before completing your application form.

Read through each section of the application form carefully, and complete each section of the form. The application form must be completed in all cases. Curriculum Vitae's will not be seen as a substitute for a properly completed application form.

Job description

This describes the main duties and responsibilities of the job to be undertaken. The person specification identifies the skills, experience and qualifications required by the post holder and will be used in determining whether you will be short-listed.

Present and Previous employment

Starting with the most recent, list all the employers you have worked for and provide details of the job title and the period you worked for them. This information may be used to assess whether you meet the experience requirements for the post. For safeguarding purposes you should detail your entire employment history, explaining any gaps in employment such as maternity leave.

Statement of Suitability

This is the most important part of your application, as the information you provide will be used to construct a shortlist of candidates to be called for interview.

This is your opportunity to demonstrate your suitability for the job, so use it wisely. It is important that you do not simply repeat your job history and other details that are already in your application form. You need to explain how you meet the criteria for the post giving examples where possible.

Consider how your experience, skills and training enable you to meet each of the essential selection criteria. Make sure your statements are positive and clearly set out. When writing your supporting statement, make sure that you cover all the points in the person specification using each criterion as a separate heading.

Your statement should be as comprehensive as possible in addressing the details you have been supplied with in relation to the position. Remember to also include details of relevant skills you have acquired outside traditional employment (including voluntary activities) in your examples as these provide a broader view of your suitability for the job.

If you do not address each of the essential criteria specifically, you will not be short-listed for an interview.

References

You must provide the details of two referees, one of who must be your current or most recent employer. If you are studying, please give your tutor as a referee. If you have not been employed, you may wish to give the name of someone who can comment on your ability to do the job.

Please note that personal referees are of little help to the selection panel and will not provide strong supporting evidence for your application. Your referee should be able to confirm your suitability for the role in which you have applied for.

You should not give the name of a relative or partner as a referee.

Disclosure of criminal convictions

Capel Manor College is required to obtain a criminal record check for employment and voluntary appointments. It is of fundamental importance to the College to ensure so far as possible that those who take up appointments do not pose a risk to students in its care. It is therefore important for the College to apply for and review the past criminal records of any successful applicants for positions, before making a formal offer of appointment. The College considers it also essential that the confidential and personal Disclosure information from the Disclosure and Barring Service is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the College. Candidates are selected for interview based on their skills, qualifications and experience.

The College agrees to comply with the provisions of the Disclosure and Barring Service Code of Practice, a copy of which can be found on <https://www.gov.uk/government/publications/dbs-code-of-practice>

Having a criminal conviction does not automatically prevent you from working at the College, criminal records will be taken into account for recruitment purposes only where the conviction is relevant and would prevent someone's suitability. This will depend on the circumstances and background to your offence(s).

Failure to disclose a criminal conviction may result in offers of employment being withdrawn and or disciplinary action if the candidate has commenced work with the College.

Equality & Diversity

Capel Manor College is an equal opportunities employer and we welcome applications from all sections of the community. All candidates must be able to demonstrate their support for the College's commitment to equality and diversity.

In order for us to monitor our recruitment practices, we encourage all applicants to complete the equalities monitoring information. This information is removed prior to short listing and is kept in accordance with the data protection guidance.

All applicants who meet the minimum criteria will be guaranteed an interview, (the minimum criteria means the essential criteria as set out in the job description) candidates are therefore encouraged to disclose any disabilities so that the necessary adjustments can be made to the interview process.

Last Word

If after reading these notes you decide to go ahead with your application, please submit your form in sufficient time to meet the closing date as late applications will not be accepted.

We will carefully consider your application and contact you within three weeks of the closing date if you have been included on the shortlist list for interview.

If you are not short-listed on this occasion, we would like to take this opportunity to thank you for your application and the interest you have shown in Capel Manor College and to wish you the best of luck in your future career.