

## **ADVICE ON COMPLETING YOUR APPLICATION FORM**

This advice note is to help you to complete the application form effectively. It is important that you complete the form as fully as possible using dark ink. The application form is the only basis for considering your initial suitability for the post. CVs attached to application forms will NOT be used in the shortlisting process. Applications from disabled candidates are encouraged in line with the College's policy on Employment of People with Disabilities.

## **ACCOUNTABILITIES AND PERSON SPECIFICATION**

The accountabilities describe the duties of the job and provide details of the responsibilities to be undertaken. The Person Specification will be used in determining whether you will be shortlisted. You should use the "Relevant Experience" section in the application form to fully demonstrate your suitability for the position for which you are applying. This is probably the most important part of your application. You should ensure that you highlight any information that shows how you meet the requirements of the Person Specification. If necessary, further information may be attached on a separate sheet.

## **INFORMATION TO BE PROVIDED**

**NAME AND ADDRESS:** Make sure that your name and address, with your telephone number (if applicable) is legible.

**PRESENT AND PREVIOUS EMPLOYMENT:** Starting with the most recent, list all the employers you have worked for; provide the job title, and the period you worked for them. If there has been a gap in your employment record please account for this in your application.

**EDUCATION:** Please complete as fully as possible giving details of qualifications obtained with dates of award.

**REFERENCES:** Please provide 4 referees, including one from your present or most recent employment. Referees must be people who can comment authoritatively on your personal and professional competence. Referees should not be friends, relatives or immediate colleagues. If this is your first appointment, one reference should be from your headteacher, lecturer or similar. You should indicate on the application form referees who may be approached before an interview. Where possible, these references will be taken up before interview.

Candidates must disclose on the application form whether, to their knowledge, they are related to any member or employee of the Corporation. Canvassing will lead to automatic disqualification.

A candidate who is found to have supplied false or incomplete information knowingly will, if appointed, be liable for dismissal.

In order that we comply with Section 8 of the Asylum and Immigration Act, candidates who are invited for interview will be required to prove that they are eligible to take up employment in the United Kingdom. Candidates will also be required to produce any relevant examination certificates.

In the interests of economy, no acknowledgement will be sent on receipt of completed application forms, unless a stamped addressed envelope is enclosed for this purpose. All applications received will be considered together but we are unable to contact you if you are unsuccessful in being selected for interview. If you have not heard from us within 3 weeks please assume your application has been unsuccessful.