

GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM

Derwentside College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All those who work at the College are expected to share this commitment.

The application form plays an essential part in selecting the right person for the job. The following information will help you to complete the form fully and properly, with information that is relevant to the post for which you are applying.

You should read these notes carefully as the decision to invite you to an interview will depend on the information you provide on your form. **Please do NOT submit a CV with your application.**

PERSONAL DETAILS

This information will be used for administrative purposes and it is important that the information provided is accurate.

ENTITLEMENT TO WORK IN THE UK

The College requires **all** prospective employees to produce documentary evidence that they are entitled to work in the UK. If successful in your application, you will have to do this.

EMPLOYMENT REFERENCES

Suitable referees are people who have had direct and recent experience of your work and, therefore, who can comment on your performance as an employee, on your ability to perform the duties of the post for which you have applied and on your suitability for employment in a workplace that provides education and training for children, young people and vulnerable adults. One referee must be your current or most recent employer. If you have previously worked with children, young people and vulnerable adults, but are not doing so currently, one referee must be from your employer at that time.

References will not be accepted from relatives or from any person writing solely as a friend.

All offers of employment depend upon receiving satisfactory references. Therefore, you should ensure that your referees will be able to respond promptly to a request for a reference.

CRIMINAL CONVICTIONS

Posts in educational establishments where employees have access to children, young people and vulnerable adults are covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**. This means that, if successful in your application, you will have to disclose details of all criminal convictions, bind-over orders or cautions. You will be required to obtain an *Enhanced Disclosure* from the Disclosure and Barring Service (DBS).

DISCIPLINARY RECORD

Please give the details requested.

DRIVING

Some posts require an employee to have access to a vehicle, insured for business use, to enable him or her to carry out certain duties.

EDUCATION AND TRAINING

Please give full details in reverse chronological order (i.e. the most recent first) of your general education and vocational training since you were 16 years old – where it took place and its duration – along with your formal qualifications. If successful in your application, you will be required to produce evidence of your qualifications.

PRESENT (OR MOST RECENT EMPLOYMENT)

Please give brief details of your post, i.e. the main duties and responsibilities of the post currently or most recently held.

PREVIOUS EMPLOYMENT

Please provide full details in reverse chronological order (i.e. the most recent first) of **all** previous posts you have held, beginning with the most recent and listing all work (paid and voluntary) since you were 16 years old. For any part-time employment, state the number of weekly hours

PERIODS NOT IN EMPLOYMENT, EDUCATION OR TRAINING

You must give an explanation of any gaps in the chronology of your employment, education or training since you were 16 years old.

WORK-RELATED TRAINING

This section asks for details of short courses and specialist training you have undertaken in the last three years.

MEMBERSHIP OF PROFESSIONAL BODIES

Your membership of any relevant associations or professional bodies should be stated, including the level (i.e. full, part, corporate etc) and the date you became a member.

ADDITIONAL INFORMATION

If you are applying for a lecturing, learning support or assessor post, please list the curriculum areas in which you are competent. Also give the days and times when you are available to work.

PERSONAL STATEMENT

Indicate what attracts you to the post. Explain how your qualifications, skills, knowledge and experience match the requirements of the job description and person specification. Indicate which jobs and/or activities outside employment have played a key role in your development.

Your application will not be considered if you do not sign, date and return the Applicant Declaration with your completed application form.

EQUAL OPPORTUNITIES

Derwentside College aims to be an Equal Opportunities employer. In order to ensure that applicants are considered solely on their potential to do the job which they have applied, the front page of the application form will be detached before shortlisting. The interview panel do not see this detachable front sheet when shortlisting for interview.

Please ensure that you complete the Equal Opportunities Monitoring Form.

Take note of the closing date and return your application form, in time, to the Personnel Department, Derwentside College, Front Street, Consett, Co. Durham, DH8 5EE.

Unfortunately, it is not possible to acknowledge every individual application. Therefore, if you have had no response to your application within four weeks of the closing date, you can assume that your application has been unsuccessful.

Thank you for the interest you have shown in working at Derwentside College.

