



## GUIDANCE NOTES FOR APPLICANTS



### INTRODUCTION

Your application is the key tool used by the College to decide whether or not to call you for Interview. It is therefore important that you take time to read these Guidance Notes to ensure that you complete the form fully, accurately and in line with the College's requirements.

Please use black ink or type script to complete the form. It is important that all sections of the application are complete and that the information is given in the order requested. Please also ensure that you sign both sections of the application as required. Your application will have to fully reflect your experience, skills and achievement and demonstrates the ways these match the college's requirements. You are welcome to enclose a CV along with your application, but please note that CV's will not be accepted as a substitute for an application form (or a part completed form). **Unsigned or partially completed application will not be submitted for shortlisting.**

Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

### JOB DESCRIPTION & PERSON SPECIFICATION

You will find both of these documents in your Information Pack. When completing your application form please pay particular attention to the Person Specification, as this sets out the essential criteria you will be assessed against, and highlights how this assessment will take place.

### PREVIOUS EMPLOYMENT

Please ensure that you complete this section clearly and comprehensively, ensuring that the key elements of each of your posts is demonstrated. Please provide a continuous record and an account for any gaps in your employment. Remember that you will have an opportunity to give more detail about your previous employment later in your application.

Please note that the College will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification before interview

### ADDITIONAL INFORMATION

In this section please tell us about the way you meet the selection criteria for the post. You will be assessed against the knowledge, skill and abilities outlined in the Person Specification.

Try to give specific examples of the tasks and responsibilities you have had during your employment that demonstrate the specified knowledge, skill and abilities.

Remember that these examples may also be taken from experience you have gained outside of paid employment. If you have been out of work for a long period of time or have never been in paid employment draw on the experiences you have gained, for example voluntary work or organising community activities.

### REFEREES

You are asked to provide the details of 2 people who we may contact for a reference. At least one of these should be your current or most recent employer. References from people writing solely in the capacity of friends cannot be accepted. If you have not been employed please select people who know you well enough to comment on your ability to do the job that you have applied for and that can confirm the details you have provided us.

<b>CLOSING DATE</b>	<p>Please ensure that your application reaches us by 12.00 noon on the closing date specified. We will not be able to accept your application form after this time.</p> <p>It is our normal practice to complete the short-listing process for each post within one month of the closing date. Therefore, if you have not been contacted within one month of the closing date, you may assume that your application has not been shortlisted on this occasion and we thank you for the interest shown in applying to South Birmingham College.</p>
<b>EQUAL OPPORTUNITIES</b>	<p>South Birmingham College is an Equal Opportunities employer, and as such is committed to its policies which support this. In order to measure our performance we need to collect information from all of our applicants. Please help us by completing the details on the application form. This information is used solely for monitoring purposes</p>
<b>REHABILITATION OF OFFENDERS ACT 1974</b>	<p>Due to the nature of work you have applied for, your application is exempt from the provision of the Rehabilitation of Offenders Act 1974. This means that you are required to declare details of any pending or existing prosecutions or convictions, regardless of whether or not they are “spent”.</p> <p>Should you be invited to attend an interview you will be asked to disclose this information to the Human Resources and Corporate Services Division. The details you provide will only be reviewed should you be successful, and only convictions specified by regulations or considered by the College to be relevant to the work and the context of the work will be taken into account.</p>
<b>DISABILITY DISCRIMINATION ACT 1995</b>	<p>Should you need any further assistance in making your application to South Birmingham College please contact the Human Resources and Corporate Services Division on 0121 702 1043 or by e-mailing <a href="mailto:recruitment@sbc.ac.uk">recruitment@sbc.ac.uk</a></p> <p>Currently we are not able to provide Information Packs and Application Forms in Braille, large print or in audio format but we are happy to discuss receiving your application form by other methods should you wish.</p>
<b>INTERVIEW &amp; ASSESSMENT</b>	<p>Should you be invited to interview please let us know if there are any special arrangements we need to make in order for you to attend interview. This may include arrangements regarding access to the building, or additional assistance or equipment. If you are invited to an all day event, please let us know of any dietary requirement you have.</p> <p>According to the nature of the work you are applying for you may be invited to take part in a practical assessment as part of the selection process. This may be a presentation, teaching demonstration, or other practical exercise. Please be assured that these methods are used to ensure that you have sufficient opportunity to demonstrate your skills. You will be notified if this type of assessment will be used as part of the selection for the post you are applying for.</p> <p>On the day of the interview you will be required to bring with you documentary evidence of your identity (i.e. a current driving licence, or passport including a photograph or a birth certificate) and originals of your educational and professional qualifications.</p>
<b>CONDITIONS OF APPOINTMENT</b>	<p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Therefore any appointment to South Birmingham College is made subject to verification of the candidate’s identity and qualifications, the receipt of two satisfactory references, Medical Clearance, a check of DfES List 99 and a satisfactory Disclosure from the Criminal Records Bureau,</p>