
Information Notes for Applicants

How to Apply

You should study the Job Description and Person Specification which outline the key functions of the post and the skills, abilities and qualifications required.

Your application form should be completed in BLACK ink or typescript. **Do NOT enclose a CV** (but you may if you wish attach a continuation sheet, clearly indicating your name, and which section(s) the information relates to). It is important that you complete all relevant sections of the form accurately. If you require assistance in completing your application, or require information providing in a different format, please contact the Personnel Department.

You are reminded that providing false information is an offence and could result in your application being rejected, or summary dismissal if you are later selected and possibly referred to the police.

Incomplete applications will not be accepted and will be returned for completion.

If posting your application you should ensure you affix sufficient postage to your envelope, as insufficient postage can result in your application being delayed in reaching us. We will not, unfortunately be able to accept any applications received after the closing date.

Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, governors and volunteers to share this commitment. Extracts taken from our Safeguarding policy and our policy on the Recruitment of Ex-Offenders is included in your application pack and/or available on the Jobs Vacancies page of our website www.priestley.ac.uk

In order to verify an individual's suitability for appointment the successful applicant will be required to obtain a satisfactory Criminal Records Bureau (CRB) Disclosure before confirmation of their appointment. All information received will be treated in the strictest confidence and will not necessarily debar a candidate for consideration of appointment. As a recipient of Disclosure information, the College complies fully with the CRB Code of Practice and has a policy on the secure storage, handling, retention and disposal of Disclosure information (copies available on request from Personnel). Appointments are also conditional upon registration with any relevant national body as required by the college.

Vetting and Barring Scheme

The Vetting and Barring Scheme was introduced in October 2009 with the aim to prevent unsuitable people from working with, or volunteering to work with, children and/or vulnerable adults.

Please access www.direct.gov.uk/crb for further information and advice and guidance on the Vetting and Barring Scheme and CRB Disclosure.

Qualifications

Candidates invited to attend for interview will be asked to provide wherever possible evidence of qualifications which are relevant to the post applied for. For teaching appointments, this will include evidence of formal teaching qualifications (e.g. PGCE Cert. Ed. B.Ed., PTLLS, DTLLS, etc). If qualifications are not able to be provided at the interview stage, they **MUST** be provided by the successful candidate prior to taking up appointment.

Please note that all **staff taking up a teaching post may be required to be a member of either the Institute of Learning (IfL) or the General Teaching Council (GTC)**, or be willing to join within one month of commencement of employment with the College.

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Information Notes for Applicants (continued)

Equality and Diversity

The College as an Equal Opportunities employer aims to promote and maintain equality of opportunity as outlined in our Equal Opportunities Policy. As part of our policy we monitor the diversity of applicants. We would therefore ask you to support us **in completing and returning our Equal Opportunities Monitoring Form**. Information supplied will be treated in confidence and will only be used to assist our monitoring process. Applicants with a disability who meet the essential criteria will be guaranteed an interview.

Invitation to Interview

Candidates short-listed for interview will be contacted by telephone or email and will receive a letter giving full details of the interview procedure. All candidates invited for interview will be required to bring along evidence of identity (e.g. photo driving licence and passport).

Candidates who are short-listed for interview who have any special arrangements or adjustments that they require to be made, should contact the Personnel Department to discuss their requirements. Candidates declaring a disability will be contacted in order that wherever possible appropriate adjustments can be made to support them throughout the selection process.

References

If you are invited to attend for interview, the College may approach your referees prior to the interview stage, unless you have indicated otherwise on your application form. If you are offered an appointment, it will be made subject to two satisfactory references being obtained. One of your nominated referees must be your current or most recent employer. If you are not currently working with children or young people but have been employed in this capacity previously we need one nominated referee from that employment.

Acknowledgement

Due to the high volume of applications we receive we will only contact candidates who have been successful in being selected for interview. Therefore, if you do not receive a communication from the College, normally within 4 weeks of the closing date, you should assume that you have not been successful on this occasion. You will however be most welcome to apply for future posts which may become available in the future.

Offer of Appointment

Pre-employment checks (including proof of identity, satisfactory references, health clearance, CRB Disclosure, confirmation of your Right to Work in the UK, evidence of teaching qualifications (if applicable) and professional qualifications will be required before any offer of employment can be confirmed.

Terms and Conditions of Service

Terms and Conditions of Service are as set out in the National Joint Council for Staff in Sixth Form Colleges' Conditions of Service Handbook.

Travel Expenses

Candidates attending for interview residing outside a 15-mile radius of the College will be eligible to claim reasonable travel and subsistence expenses, providing all receipts are submitted to substantiate any claim.

For further information or advice please contact the Personnel Department on 01925 624460 or 01925 633591(Ext 229), or email jobs@priestley.ac.uk