

Application Guidance Notes

Your completed application is an important part of the selection process and will ensure that a full and fair assessment is made of your application. Your application is the first stage of the recruitment and selection process and provides the opportunity for you to inform the panel clearly how you see yourself as being suitable for the post, drawing attention to achievements and experience which will be of particular relevance and interest to the shortlisting and interview panels in their assessment of you.

Please read the job description and person specification carefully before you complete your form.

Please remember:

- To complete all parts of the application to make sure the information you provide is clear, precise and easily understood and appropriate to the job you are applying for
- If you do not include information which could be relevant to your application we cannot make assumptions about you
- To check with your referees that they are happy to support your application before you submit the form
- To submit your application by the closing date.

Equal Opportunities in Employment

New College Stamford aims to ensure that all actual or potential employees are treated equally, regardless of race, colour, nationality, ethnic or national origin, sex, marital status, age or disability, or offending background assuming it poses no risk to children or adults. To monitor the effectiveness of our policies and procedures we need to record certain personal details about people who apply for jobs with us. It is for this purpose that you are asked to complete this section. The information you give will be treated in the strictest confidence and used for statistical purposes only. It will not be seen by the shortlisting panel.

If you require any adjustments to be made to enable you to attend for interview, HR will make the necessary arrangements.

Please be assured that personal details and equal opportunity information will be removed and retained by HR prior to your application form being sent to the panel for shortlisting.

As proof of your eligibility for consideration under the terms of the Immigration and Asylum Act 2006, you must provide documentary evidence that you are entitled to work in the United Kingdom, without the need for the College to seek a work permit, should you be invited to interview.

References

Any offer of employment will be subject to the receipt of satisfactory references. Please ensure you have contracted your referees and that they are willing and available to give you a reference before you submit their name to us. Your nominated referees must be able to provide sufficient information that will assist with confirming your suitability for the job.

At least one of your referees must be your current or most recent employer(s). You may list someone else who is qualified to comment on your performance at work or in full-time education (in the case of recent graduates) or from a voluntary/community organisation with which you were involved. Referees should not be family or friends.

Rehabilitation of Offenders Act

New College Stamford considers all staff may have some contact with, or access to, children and vulnerable adults who require support. As such you will be required under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 to agree to a criminal record check through the Disclosure and Barring Service (DBS). (A list of offences which will never be protected has been derived from the legislation and is available here <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>). You should read the detailed statement on the recruitment of ex-offenders.

