Guidance Notes for Applicants

Please read these guidance notes carefully before completing your application form, along with the Information about Varndean Sixth Form College, the Equal Opportunities and Recruitment of Ex-Offenders information. You must also read the job description and person specification to help you decide if you are a suitable person for the job.

Application methods

Our application form is now online. Please click on the 'Apply here' link at the bottom of the relevant vacancy, and register with EveryHR to complete an online application form.

The application form is an important part of the selection process. Please complete it as fully and accurately as possible. Please do not send us your CV.

Completing the application form

The application form should be completed online. You are advised to read through each section carefully.

- Personal Details: Make sure that your name and address, with your telephone number and email address is accurate.
- Current or Most Recent Employment**:** Provide details of your current or most recent employment and briefly describe your key duties and responsibilities.
- Previous Employment**:** Starting with the most recent first, list all the employers you have worked for, providing the period you worked for them, your job title and key responsibilities. If there has been a gap in your employment record please account for this in your application.
- Education and Training: Please complete as fully as possible, giving details of all formal qualifications obtained from secondary school onwards.
- Other training and professional qualifications: Provide details of any other training or professional qualifications you have gained.
- Membership of Professional Institutions**:** You may be a full or student member of a professional organisation, so please state the membership category. You may also state details of any lapsed membership.
- Further Supporting Evidence**:** This is the most important part of the application. You should use this section to demonstrate your suitability for the job. Complete this section as fully as possible outlining how your skills, knowledge and experience meet the essential requirements for the job. Read the job description, person specification and the advertisement to make sure you know the type of person we are looking for. Use the criteria in the person specification as headings and give examples of your experience and skills under each heading. You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.

- References**:** Please provide details of two 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 you have not been employed before, please give the name of your headteacher, lecturer or similar. You should indicate on the application form if you do not wish the College to contact your current employer before interview. References will normally be taken up prior to interview for shortlisted applicants only.

  If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

- Disclosure of Criminal Background: The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). Further details are available in the Recruitment of Ex-Offenders policy.

  The nature of this post requires the College to undertake an Enhanced DBS check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. This will include details of cautions, reprimands or final warnings, as well as convictions. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the rehabilitation of Offenders Act 1974.**

  Please note that a conviction, bind-over or caution will not automatically disqualify you from employment, but any failure to disclose is likely to result in your dismissal. By signing the application form, you will be acknowledging that you understand that a criminal records check may be made.

- Declaration: By confirming the declaration on the application form you are giving the College explicit consent to process your personal data. Your consent is conditional upon the College complying with its obligations and duties under the Data Protection Act 1998.

Equal Opportunities monitoring form

- This information will not be seen by the shortlisting panel or used for selection purposes. We are keen to maintain our commitment to Equal Opportunities and therefore information on age, gender, race and disability are kept strictly confidential.

- If, as a result of a disability, you need any help with completing your application form you should contact the Human Resources Team on 01273 546637. Equally, if you need special

arrangements to be put in place should you be invited for interview, please indicate this in the relevant section of the application form – 'Reasonable Adjustments'.

Shortlisting and interviews

Your application form is an important part of our recruitment process. The information you provide on the form and other supporting information is the only information we will use in deciding whether or not you will be shortlisted for interview. If you do not clearly demonstrate how you meet the essential criteria in the person specification, it is unlikely that you will be shortlisted for interview.

The College has a responsibility to check that all of its employees are entitled to live and work in the UK. All candidates who are invited for interview will be required to bring with them some evidence of their eligibility to work in the UK, ID and address evidence, proof of relevant qualifications and proof of any name changes. Candidates will also be required to produce any relevant examination certificates if a necessary requirement for the post.

Interviews will be conducted by a panel who will ask the same basic set of questions to each candidate, including questions relating specifically to each candidate's suitability to work with children. The interview questions are intended to allow you to expand on your application and to show the panel how closely you meet the requirements of the post. The interviewing panel will assess the candidates using a scoring system and take notes. A record of the assessment is retained.

Any candidate who considers that he or she has been unfairly discriminated against at any stage of the recruitment process by reason of race, colour, nationality, ethnic origin, age, disability, sex, religion or belief, marital status or by any other condition or requirement which cannot be shown to be justified, should submit a complaint in writing to the Chair of the Corporation, at the earliest opportunity.

Contact details

If you require any further details about the application process or our recruitment and selection procedures, please contact:

HR Department
Varndean Sixth Form College
Surrenden Road
Brighton
BN1 6WQ

Tel: 01273 546637
Email: recruitment@varndean.ac.uk
Web: www.varndean.ac.uk