

**Notes of Guidance for Applicants for Employment (Business Support)**

**All candidates are expected to read these notes carefully before submitting an application and to ensure their application takes them fully into account.**

The application form plays a crucial part in the selection process, both in deciding whether or not you will be short-listed, and at the interview itself. Therefore it is vital that you complete the form as fully and as accurately as possible. All the information you give is confidential and will be copied only to those directly involved in the selection process.

When you have completed the form please return via email to recruitment@harlow-college.ac.uk or post to Harlow College, HR Services, Velizy Avenue, Town Centre, Harlow, Essex, CM20 3EZ by the closing date given in the post details. In the interest of economy, the Harlow College’s practice is not to acknowledge applications unless an applicant specifically requests this and provides a stamped addressed envelope for that purpose. If an applicant has not been contacted within four weeks of the closing date for application, he/she may normally assume that he/she has not been selected for further assessment.

*Data Protection Act 1998*
Once the recruitment process is completed, data used in the recruitment process will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be used as part of your personal file.

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| Each of the following sections provides guidance on the completion of the numbered sections in the application form  |
| 1. **Personal Details**

 Please ensure this section is completed fully. |
| 1. **Right to work in the UK**

*Asylum & Immigration Act*Under the terms of the Act it is an offence to employ an employee, or an apprentice aged 16 or over, who has no immigration authorisation to work in the UK. Therefore, should your application be successful you will be required to provide proof of your eligibility to work in the UK.  With respect to your citizenship, please find below the categories referred to in (a) to (d).a) Countries in the European Economic Area (EEA) and Switzerland

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| Austria | Belgium | Cyprus |
| Denmark | Finland | France |
| Germany | Greece | Iceland |
| Ireland | Italy | Liechtenstein |
| Luxembourg | Malta | Netherlands |
| Norway | Portugal | Spain |
| Sweden | Switzerland | UK |
| Bulgaria | Romania |  |

1. Countries from the European Economic Area (EEA) Accession States (A8)

Czech Republic Estonia Hungary Latvia Lithuania Poland Slovakia Slovenia1. Any other country outside the European Economic Area Any country not stated in the above list.
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| **3. Current Employment** In summarising current employment, it will assist the interview panel if applicants ensure that the post titles/descriptions given are sufficiently clear as to indicate the nature and responsibilities of the post held.  |
| 1. **Previous Employment**

In summarising previous employment, it will assist the interview panel if applicants ensure that the post titles/descriptions given are sufficiently clear as to indicate the nature and responsibilities of the post held.  |
| **5. Maths & English Qualifications** Please ensure you list the level, grade and date of each qualification |
| **6. Secondary School Education** Please ensure you list the subject, level and grade of each qualification gained, listing your most recent areas of study first.  |
| **7. Further and Higher Education** Please ensure you list the subject, level and grade of each qualification gained, listing your most recent areas of study first.  |
| **8. Other Qualifications** Other Qualifications and Training Courses completed Please provide details of other Continuing Professional Development or alternatively add this information to your supporting statement. Membership of Professional Associations, please list your membership number, e.g. Institute of Learning and level of membership.  |
| **9. Training and Development** Please give details of any further training/study tours/publications (Including in service and short services) |
| **10. Where Did You First See This Job Advertised**Please tick or state where you initially saw the advert |
| **11. External Positions** Please give details of any positions of responsibility you have held in a voluntary, at national or local level |
| **12. Supporting Statement** Please use the space provided on the application form to give details of how you consider your experience, knowledge, skills and personal qualities meet the requirements of the post as outlined in the post details. Applicants are encouraged to continue on separate sheets if need be. Applications received without a completed supporting statement will not be accepted as a satisfactory application for the position. |
| **13. Additional Information** If you are related to any current member of Harlow College staff, please provide that person’s name and your relationship to them. |
| **14. Declaration**Please remember to sign and date the form to confirm that the information you have provided is correct to the best of your knowledge and belief**14.a Disclosure of Criminal Background**When a post is offered, a potential employee will be asked to disclose any unspent criminal convictions or cautions,and any spent convictions or cautions, other than “protected” convictions or cautions.  All postholders will be subject to an enhanced Disclosure & Barring Services check.  An appointment will be subject to satisfactory clearance by the College.  Because of the nature of work for which you are applying this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975.  Therefore, applicants are not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provisions of the Act, and in event of employment, failure to disclose such convictions could result in summary dismissal or disciplinary action.  However, applicants will not be required to disclose “protected” spent convictions or cautions, as defined by the Rehabilitation of Offender’s Act 1974 (Exceptions) Order 1975, as amended in 2013 by SI 2013 1198 (<http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>)All new members of staff are background checked via the Disclosure & Services Barring service (DBS).  |
| **15. References** Two references are required. The primary reference must be from your current employer. The reference will normally be taken up for the successful candidate on an offer of employment. If you are unable to quote a recent employer, you are advised to find a referee who can comment on your skills and abilities as well as your character. You are advised to check with your referee that they are willing to act in this capacity, and inform us if your referees know you by a different name.If the applicant does not wish his/her current employer to be contacted for a reference prior to interview, he/she should make this clear on the application form giving reasons for his/her decision. It will normally be expected that one of the referees will be his/her current employer.  |
| **Pre-employment Checks**   |
| Please note that successful candidates will be subject to the following checks as a condition of their employment: * Evidence of qualifications attained
* Satisfactory references
* Satisfactory Enhanced Disclosure & Barring Service check
* Proof of eligibility to work in the UK
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