



**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 assessment centre including the interview. 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 used and stored in accordance with the General Data Protection Regulations (GDPR) - Privacy Notice detailed below.

When you have completed the form please return via email to [recruitment@harlow-college.ac.uk](mailto: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.

## The Application Form

Each of the following sections provides guidance on the completion of the numbered sections in the application form:

### Personal Details

Please ensure this section is completed fully.

### 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.

### Current Employment

In summarising current employment, it will assist the assessors if an applicant ensures that the post titles/ descriptions given are sufficiently clear as to indicate the nature and responsibilities of the post held.

### Previous Employment

In summarising previous employment, it will assist the assessors if applicant ensures that the post titles/ descriptions given are sufficiently clear as to indicate the nature and responsibilities of the post held.

### Maths & English Qualifications

Please ensure you list the highest level, grade and date of each qualification.

### Secondary School Education

Please ensure you list the subject, level and grade of each qualification gained, listing your most recent areas of study first.

### 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.

### Other Qualifications

In the section titled “Other Qualifications” - please provide details of other qualifications you may have obtained, not listed above.

### Training and Development

Please give details of any further training/study tours/publications (Including in service and short courses).

### External Positions

Please give details of any positions of responsibility you have held in a voluntary, at national or local level.

### Teaching Areas

Please provide the teaching areas and the level of teaching that you are able to offer.

### Supporting Statement

Please use the space to give details of how you consider your experience, knowledge, skills and personal qualities meet the requirements of the post as outlined in the role profile (job description). Applicants are encouraged to continue on the notes page if need be. Applications received without a completed supporting statement will not be accepted as a satisfactory application for the position.

### 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.

### Where Did You First See This Job Advertised

Please tick or state where you initially saw the advert or how you heard about this job.

### 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.

### Disclosure of Criminal Background

When a post is offered, you will be asked to disclose any unspent criminal convictions or cautions, and any spent convictions or cautions, other than “protected” convictions or cautions.

All post holders are subject to the college receiving evidence of a satisfactory enhanced Disclosure & Barring Service check. Due to the nature 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/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf))

# References

Two references are required. The primary reference must be from your current employer and the second reference from a past employer. The references will normally be requested for the successful candidate upon 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.

## Pre Employment Checks

Please note that successful candidates will be subject to the following checks as a condition of their employment:

- Provision of 2 satisfactory references
- Provision of a satisfactory Enhanced Disclosure & Barring Service check together with a List 99 and Prohibition check
- Evidence of qualifications attained
- Proof of eligibility of the right to work in the UK
- Completion of a satisfactory health check
- Completion of a criminal records declaration

## Privacy Notice

This Privacy Notice covers external applications only. For internal applications and for those that are successful in securing employment with Harlow College, please refer to the Privacy Notice for all Harlow College Staff.

# The General Data Protection Regulations: How will your information be used?

As your potential employer, Harlow College needs to keep and process information about you to enable us to recruit and select applicants for jobs. The information we hold and process will be used for our management and administrative use only.

We will keep and use it to enable us to run the College and manage our relationship with you, lawfully and appropriately, both during the recruitment process, and if you are successful in getting a job, whilst you work for us, and for 6 years after your employment ends, or for as long as there are specific criteria identified to retain your data for a longer period, such as for safeguarding purposes.

We do not collect more information than we need to fulfill the purpose of administering job applications and will not retain it for longer than is necessary.

This Privacy Notice covers external applications only. For internal applications and for those that are successful in securing employment with Harlow College, please refer to the Privacy Notice for all Harlow College Staff.

# What information do we ask for and why?

The information we ask for is used to assess your suitability for employment. You do not have to provide what we ask for but it might affect your application, if you do not.

# Application Stage

If you complete a job application, this information will be collected and stored on our HR system and files. We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our HR team and hiring managers will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you do not provide it, it will not affect your application. This information will not be made available to any staff outside of our HR team and hiring managers, in a way which can identify you. Any information you do provide will be used only to produce and monitor equal opportunities statistics.

# Shortlisting

Our hiring managers short list applications for Assessment Centre/ Interview. They will not be provided with your equal opportunities information if you have provided it.

# Assessments

We might ask you to participate in an Assessment Centre; complete tests and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by the HR team.

# Conditional Offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks, prior to you commencing employment at the College. You must successfully complete pre-employment checks to be confirmed in post. You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- We will ask you to complete a Disclosure and Barring Service application for an enhanced DBS check and which will verify your declaration of unspent convictions. We will also undertake a List 99 and prohibition checks (for delivery staff only)
- We will contact your referees, using the details you provided, directly to obtain references.
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work and will be carried out using our 3rd party occupational health provider.

When you commence employment with us personal information will be kept in accordance with the Employment Privacy Notice which will be issued to you at the beginning of your employment.

## Use of Data Processors

The information we collect and process during the recruitment /selection of staff is held on an HR system that is provided by a third party provider. We have a contract in place with our data processor. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

## How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file/system for the duration of your employment plus 6 years following the end of your employment.

If you are unsuccessful in attaining the position you have applied for and have ticked the consent box on the application form, we will keep your details for a period of six months during which we may contact you about further job opportunities that may become available, should any further vacancies arise.

Equal opportunities information is retained for 6 months following the closure of the campaign for unsuccessful applicants.

After 6 months has elapsed, the HR System will provide us with management information about our recruitment campaigns. This information is used on an anonymised basis to enable us to monitor trends and examine the effectiveness of campaigns, for example, from which source did we obtain the most candidates and equal opportunities information for monitoring purposes. This information will be retained for 6 years from the end of the campaign.

You have the right to lodge a complaint in the Information Commissioner's office if you believe that we have not complied with the requirements of the General Data Protection Regulations (GDPR) and Data Protection. However in the first instance you should contact the College Data Protection Officer.