

# Applicant Information

Thank you for your interest in working at the City of Bristol College.

City of Bristol College is a large, vibrant general further education college, operating from four sites across the city of Bristol. The College is a great place to start or continue your career in teaching, assessing or professional support services. We are one of the city's largest employers with over 800 staff providing teaching and learning to over 20,000 students. We offer a wide range of courses at different levels and our staff are committed to ensuring all our students achieve their full potential and receive a great learning experience.

The recruitment process of new staff therefore, needs to match this vision of providing excellent teaching and learning. The below guidance outlines what you can expect if invited to an interview at the City of Bristol College beginning with the application process and highlights our commitment to Safeguarding throughout.

## Self-Disclosure

All prospective applicants will be required to answer screening questions related to eligibility and safeguarding prior to being able to make an application as well as notifying the College of any gaps in employment and declaring any spent or unspent convictions. The College will give due regard to the recruitment of ex-offenders in line with our policy.

## Safeguarding

The City of Bristol College is fully committed to safeguarding children and vulnerable adults. All new employees are required to obtain an enhanced DBS disclosure. The check will be against a child and / or adult workforce dependent on the role.

All prospective staff will be requested to bring DBS supporting documentation to interview. Once offered, references will be sought and you will be requested to complete the online DBS application form. This will then be submitted to the DBS.

Once appointed, all staff are required to read the relevant sections of Keeping Children Safe in Education and undertake safeguarding training. In addition, you will partake in the College Induction programme covering Safeguarding and be an advocate for creating a culture of vigilance whilst working at our College.

## Outline of recruitment process

Once shortlisting has taken place, applicants selected for interview will receive a phone call and email with details of their interview process. The details below will outline what you can expect from the interview dependant on the role.

- Lecturer interviews - you will be asked to present a micro teach that will be delivered to students followed by an interview with a panel.
- Assessor interviews – you will have an interview with a panel and an assessment activity.
- Professional Services roles – dependent on the level of role you will have an interview with a panel and usually requested to also undertake either a work related task or other job related exercises.
- Management roles - Candidates will be provided with details of an interview or assessment centre linked to the role.

## Summary

Once again, thank you for your interest in working at the City of Bristol College. Please review the job description and person specification for further details of the role you are interested in and use the online recruitment system to make an application.

The College hopes the information provided above highlights the recruitment process and our commitment to safeguarding and the overall experience of our staff and students. Answers to further frequently asked questions can be found on the College website or you can use the contact us form.