

## **Guidance notes for applicants**

It is Newham Sixth Form College's (NewVic) policy to recruit the most suitable person for each vacancy, regardless of the protected characteristics set out in the Equality Act 2010, and as such NewVic is committed to ensuring equal opportunities and fair treatment in the workplace for its entire staff regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, disability or any other personal factor or quality.

Our staff recruitment process is designed to select the best candidate for the post. We aim to ensure that no applicant is discriminated against on grounds of race, gender, age, national or ethnic origins, religion, marital or parental status, sexual orientation or disability. The process is therefore conducted in as fair and objective way as possible. This guidance is intended to help you in your application and to explain the recruitment process.

It is important to us that we treat you with courtesy and deal with your application efficiently. We also wish to provide you with sufficient information about the college and the post so that you can decide whether the post is appropriate for you.

If you have a disability that makes it difficult for you to complete the application form, you may provide the same information in a similar word-processed format.

## **Completing the application form**

Please read the job description and the person specification carefully. Consider the extent to which you meet the person specification, and illustrate this in your application's personal statement. You can include all relevant experience, including voluntary work.

We appreciate that if you are applying for a first post, you may have limited direct experience of some aspects of the work. This should not stop you from applying as long as you feel that overall you can show that you meet the criteria for the post.

When we draw up a longlist of candidates, we select those who most closely match the person specification. Unfortunately we often receive applications where the candidate has not taken this into account. It is rare for these candidates to be longlisted.

You should give evidence of how you meet the criteria - please don't just quote them. You can write a paragraph on each requirement in turn, showing how you meet it. However, this might restrict your ability to present yourself as you wish. You may, therefore, organise your supporting statement more freely, while still considering the criteria.

Your application may be word-processed or handwritten. Good presentation and accurate expression are expected.

**Your supporting statement should strictly be no more 3 sides of A4 paper.**

## **Selection Process**

We usually invite to NewVIC a longlist of candidates. You will be given a briefing and a tour of the college. There will be the opportunity to ask questions. We then use testing and other activities to help us select the shortlisted candidates. The form of these assessments will vary according to the post, and may be written, practical, computer-based or oral. If preparation is expected, you will be given written details in advance. The results of these assessments, together with your original application, are then used to decide whether to shortlist you for interview. Interviews are usually on the same day but may occasionally be held on a later day.

The panel will be chaired by a senior manager. The rest of the panel will consist of other relevant managers. We try to represent different racial groups and more than one gender on the panel, but we cannot guarantee this. There are usually three or four panel members. For senior appointments, college governors will be involved.

During the interview, we ask the same main questions of each candidate. Panel members may ask additional questions arising from your initial responses. All questions will be relevant to the post and intended to allow you to show your suitability for the post. The members of the interview panel take notes during the interview to allow them to discuss candidates' responses in detail later on.

At the end of the interview you will be given the opportunity to add anything further in support of your application. There is another opportunity to ask questions if needed. Please don't feel obliged to add anything at this stage unless you wish to.

The panel makes its decision based on the evidence presented throughout the recruitment process with reference to the criteria in the person specification and job description. You will not normally be expected to wait after the interview. We will contact all interviewed candidates as soon as possible to inform them of the outcome of the interview.

## **Feedback**

If you are unsuccessful after interview, you will be given feedback on request. Please contact Human Resources to arrange this.