

**GUIDANCE ON COMPLETING THE**

**ONLINE APPLICATION**

**PLEASE READ THESE GUIDANCE NOTES BEFORE YOU START TO FILL IN THE ONLINE APPLICATION.**

**COMPLETING THE ONLINE APPLICATION**

**General**

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Click on ‘apply’ on the vacancy you are interested in. If you have never applied for a vacancy at Preston College before, you will need to register an account with Education Recruiter. Education Recruiter is the recruitment platform that Preston College use to advertise vacancies.

Before you are able to start the online application, you will be asked a series of questions. These questions are related to the essential qualifications in the person specification. If you select ‘no’ for one of the questions, your application will be marked as ‘auto-rejected.’ This may mean that your application is not considered at the shortlisting stage due to not meeting the essential criteria.

Please read the online application, job description and person specification carefully and refer to these guidance notes before completing each section. Please complete all sections of the application form accurately and in full. Any sections that are not relevant to you please put ‘not applicable’, as this will allow us to be sure you have read the question and not missed it out.

The person specification details the skills, abilities and experience you will need in order to do the job. You are advised to provide evidence of how you meet each of the criterion on the person specification as this is the basis upon which selection decisions are made.

For your information - **essential** criteria are those that the post-holder must possess to do the job. **Desirable** criteria are those that would assist the post-holder in performing the job role more effectively.

Failure to disclose information, or the falsification of any information provided could result in any offer of employment being withdrawn. If you are currently employed by Preston College and are applying for a different post, any such failure to disclose or falsification of information could lead to your dismissal.

If you are applying for more than one post you will need to submit separate online applications for each post. Where there are a variety of hours available for one post, you will only need to submit one application but please make clear the hours for which you are applying.

**Applicant Details**

Please provide all details required including name, address details, details of any teaching qualifications (if applicable) and right to work confirmation. There is space to input the dates of a work permit (if applicable).

**Armed Forces Background**

If you select ‘yes’ and meet the essential criteria for the role you have applied for, you will be guaranteed an interview under the Armed Forces Covenant.

**Present or Most Recent Employment**

Please complete all the details of your most recent employer.

**Previous Employment**

Please complete all the details of all previous employment you have had, starting with the most recent. Make sure that dates and details of employers are clear and in the correct order.

**Gaps in Employment**

Where there has been a gap in your employment history, please provide the details here. You can also include any voluntary work in this section.

**Education and Qualifications**

Starting with the most recent, please detail all educational establishments attended and qualifications gained from the age of 11 onwards. Any courses you are currently studying should also be included on the application. Should you be invited to interview, you will need to provide proof of essential qualifications as detailed on the person specification. Any offer of employment will only be confirmed once essential qualifications have been verified.

You are advised to provide evidence of how you meet each of the qualifications criterion on the person specification as this is the basis upon which selection decisions are made.

If, for example, the person specification requires you to have a level 2 qualification in English and you hold a degree, you must still provide evidence that you possess the level 2 qualification.

The selection panel will only be able to assess against the information you supply.

The selection panel will not be able to credit you with meeting the criteria just because you hold a higher level qualification for which a level 2 in English could be assumed to be have been a prerequisite.

You are required to detail the grades you have been awarded for each and every qualification you list.

If Maths GCSE Grade A-C was an essential criterion and you listed Maths in your application form you will not be shortlisted if you recorded your qualification as:

* GCSE Maths.

You will receive points for recording the grade you were awarded. You should record this as:

* GCSE Maths Grade B.

Failure to provide such evidence could result in you not being shortlisted for interview.

**Professional Development**

Please provide details of any relevant professional bodies that you are a member of in this section.

**Supporting Statement**

You should note here any particular evidence of your suitability for the post for which you are applying. Please refer to the essential criteria in the person specification and the tasks you will be required to perform as part of the job description. Considering each requirement on the person specification in turn, you should relate your answers to the duties you will be expected to perform to ensure every point is covered. It is important that you provide examples of how you meet the criteria, merely stating that you do so will not be sufficient. You may wish to use sub-headings that cross reference with the person specification in order to assist the panel in their assessment.

In accordance with the College’s Recruitment Procedure for Employees and Casual Workers, a Curriculum Vitae will not be used as part of the selection process.

**Interests and Activities** You should include in this section any interests which are not job related but could strengthen your application.

**Referees**

Referees should include your most recent/current employer. However, for students in education, we will accept references from your school/college/university, as appropriate. We will not accept family and/or friends as referees. If you are applying for a vacancy that involves working with vulnerable groups (including children), wherever possible, references must be sought from such previous employments/employers.

Satisfactory references will be required before the College will confirm the appointment of any person.

**Background Checks**

In this section you are required to declare if you have been convicted of a criminal offence as per the Rehabilitation of Offenders Act.

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013**

Failure to complete and sign this section may delay any offer of employment.

For further guidance about disclosures please see the ‘Guidance Notes to Applicants on Disclosing Information’.

The information disclosed will remain confidential at all times.

The College requires all employees to be cleared through the Disclosure and Barring Service. Further information on the DBS process can be found at: [www.gov.uk/dbs](http://www.gov.uk/dbs).

If you have a current, valid DBS please include the details in this section.

**Fair Processing Notice and Declaration**

Select yes on this section to confirm you have accurately completed the application to the best of your knowledge and have not omitted anything that would help support your application.

**Equal Opportunities Monitoring**

This section will not be considered at either the shortlisting or interview stages of the recruitment process. Its purpose is to assist us in fulfilling our role as an Equal Opportunities Employer. On completion, please check that you have filled in all relevant sections and that you have signed and dated the form.

If you consider yourself to have a disability, there is a box under the Equal Opportunities Monitoring to select yes and provide details of the disability.

If you select yes, your application will be considered under the Guaranteed Interview scheme. If you meet all the essential criteria listed in the person specification then you will be guaranteed an interview under the Disability Confident scheme.

**Application Process**

All information given on your application form is treated with confidentiality.

You must make sure that you submit your application by the closing date on the job description as late applications may not be accepted. If you have any queries regarding the recruitment/selection process outlined below, please contact the Human Resources Department on 01772 225163.

**SELECTION PROCESS**

Shortlisting will take place as soon as possible after the closing date. A scoring mechanism of 1-5 is used to assess the extent to which you meet the essential criteria. Please note, if you have not been contacted within 14 days of the closing date for the advertisement, you should assume that, unfortunately, on this occasion your application has been unsuccessful.

Formal interviews are currently the main method of selection used by the College. However, candidates may be required to complete additional tasks such as a presentation, competency test or mini- teach. Details will be provided in the Invite to Interview letter.

**Attending Interview**

If you are invited to attend an interview you will receive an email providing you with the date and time of the interview and details of any selection tests, together with details of the documentation you must bring with you. This will include the original documents necessary to confirm your qualifications and your eligibility to work within the UK. If you require any special arrangements for the interview, please ensure you contact Human Resources so that any reasonable adjustments can be made. You are required to confirm your attendance at interview.

**Appointment to the POST**

Appointment is subject to verification that you hold the required qualifications and that you are eligible to work within the UK. It is also subject to receipt of satisfactory references, pre-employment medical clearance and a satisfactory DBS check. Every successful candidate must complete an online medical questionnaire. This is confidential and is only seen by trained Occupational Health Staff.

**Please ensure your application is submitted in good time to reach us by the closing date stated on the job description as late applications may not be accepted.**