

Application Form Guidance Notes

The application form plays a key part in deciding whether or not you are invited to interview, so it is important that it is completed as fully as possible. While the information is designed to assist applicants, candidates should bear in mind that it remains for them to demonstrate their suitability for a post in completing their application form.

- The shortlisting panel will decide whom to interview on the basis of the information provided on the application form measured against the person specification. This document lists the minimum essential criteria such as skills, experience, knowledge and qualifications etc considered necessary in order to do the job. It may also list those criteria, which the College feels would enable the applicant to perform the complete range of tasks more readily. It is important, therefore, that you complete the application form with due regard to the information provided in the job description and person specification.
- You should complete all parts of the form. If you think some of the parts are not applicable please write N/A in the space provided.
- You may submit a CV in support of the application but it will not be considered on its own. Your application will not be considered unless you complete the form in full.
- The section headed 'Supplementary Information' is where you need to make your case to be shortlisted. You should look carefully at the job description and person specification. Do you have the necessary skills, knowledge and experience to carry out the duties of the post? It will not be enough just to say that you are able to do the job, you will need to provide evidence of how you are able to. You should therefore briefly refer to each element listed on the person specification that you feel you meet and provide evidence of how you meet it.
- If you consider yourself to have a disability it is important that you indicate this on your application form. Any disabled applicant who can demonstrate, through their application form, that they meet the essential minimum criteria will be guaranteed an interview.
- The College will endeavor to provide facilities where appropriate, to assist a disabled person to do the job, if appointed. You are therefore encouraged to identify any requirements in your application in order to assist us in meeting our obligations under the Disability Discrimination Act.

Under Section 8 of the Asylum and Immigration Act 1996, the College is obliged to check that you are legally entitled to work in the UK. If you are appointed to the College you will be asked to provide documentation which proves this. This will be explained in more detail at that time.

It is a condition of some posts at the College that a Criminal Records Check is undertaken and that satisfactory results are obtained. Further details about the posts to which this condition applies and the types of results that would be considered satisfactory can be obtained from the HR Department (see contact details below).

Unfortunately, due to administration costs we are unable to acknowledge receipt of your application. Therefore if you have not received a response from the College within six weeks of the close date, you may assume your application has been unsuccessful on this occasion.

Having read this document, should you have any further queries about your application, please contact the HR Department by email at hr@sedc.ac.uk.



EMPLOYMENT APPLICATION FORM

Your application will **NOT** be considered unless you complete the application form in full.
You should complete it in as much detail as you can as we can only take into account information which you supply. Please ensure that the completed form is clear and suitable for copying.

Vacancy	Ref No	Advertisement seen in

Personal Details

Title	Surname	Forename
Home Address:		
Telephone Numbers:		
Home:	Work:	Mobile:
Email:		
N.I. No:		
Are you legally entitled to work in the United Kingdom? Yes/No		
Do you hold a current Driving Licence? Yes/No		
Do you have any close relationship with a Governor of the College, anyone employed by the College or any member of its committees or working groups? Yes/No		
If you have answered Yes, please give details. If you are in any doubt, contact HR services, since failure to do so may render your application invalid.		

Education – Please give details including qualifications obtained, in date order, most recent first

Dates	Institution	PT/FT	Subject(s)	Qualification

Employment History

Paid employment – Please give full details in date order, current employment first. **Please state reason for leaving.**

Start	Finish	Employer	Job Title	FT/ PT	Duties & Responsibilities

Unpaid employment/experience – Please give details of any other employment and unpaid experience, eg family duties, voluntary work etc, which you wish to have taken into consideration.
(If you are applying for a teaching post, a separate sheet is included or giving details of part-time lecturing).

Start	Finish	FT/ PT	Details of Experience

Training

Membership of Professional Bodies

Professional Body	Grade	Date Admitted

Other Training – Please list any training courses relevant to the post you have undertaken in the last 5 years

Date/Duration	Institution	Content, including Title and Level

Current Salary/Wage (or salary/wage on leaving last employment)

Basic Wage or salary	Other substantial benefits
How much notice will you be required to give to your current employer?	

Referees

Please give details of 2 independent referees, one of which must be your current or last employer (if you have worked within the last 5 years)*. School/College leavers should give an academic referee.

Name	
Relationship to Candidate	
Address	
Name	
Relationship to Candidate	
Address	

*Do you agree to your current employer being contacted prior to interview concerning your application?

Yes/No

Supplementary Information

Please use this page to summarise your strengths in applying for this position, relating your experience and qualifications to the job description and person specification for this position.

I confirm that, to the best of my knowledge, the information given is correct:

Signed Date

Return completed application form to:
HR services
South East Derbyshire College
Field Road
Ilkeston
Derbyshire DE7 5RS

Some posts are classed as having substantial access to children, so appointments may be subject to a police check of any previous criminal convictions.

All personal data will be held in accordance with the Data Protection Act 1984 and 1998

Name: _____

Date: _____

Post Applied for: _____

REHABILITATION OF OFFENDERS Act 1974 (exemptions) Order 1975

Please complete and return with your completed application form.

The post for which you are applying for may involve unsupervised access to children and persons. As South East Derbyshire College meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants with unsupervised access and who are offered employment will be subject to a record check from the Criminal Records Bureau (CRB) before appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Have you ever been convicted of any criminal offence?
(*delete as applicable)

Yes/No*

If yes, please give details of the conviction(s) and the date(s) on a separate sheet and attach it to your application form. Failure to disclose criminal offences could lead to either your application being rejected, or if appointed, to dismissal if it subsequently learnt that you have had any criminal convictions. If you are unsure about whether to disclose a conviction, please seek advice from a member of the HR services team at the College.

The College is committed to adhere to the CRB's Code of practice, a copy of which is available on request.

Equal Opportunities Monitoring Form

Name: _____

Date: _____

Post Applied for: _____

Date of birth: _____

The College is committed to Equality of Opportunity for all. In order to help us to monitor our recruitment policies / initiatives please complete this form and return it along with your application form. Please note that the information below is for monitoring purposes only and will not be made available to the shortlisting or interview panel.

Gender

Male

Female

Ethnic Origin

- Asian or Asian British - Bangladeshi
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Any other Asian background
- Black or Black British – African
- Black or Black British – Caribbean
- Black or Black British – Any other Black background
- Chinese
- Mixed – White and Asian
- Mixed – White and Black African
- Mixed – White and Black Caribbean
- Mixed – Any other mixed
- White – British
- White – Irish
- White – Any other White background
- Any other background not stated above

Do you consider yourself to have a disability? Yes No

If yes, please give details:

EQUITY AND DIVERSITY POLICY STATEMENT

The College Equity and Diversity Policy applies to all members of the College community, whether students, staff or visitors. Organisations with whom the College works will also be expected to comply with the Policy.

The College recognises that equality of opportunity is fundamental to the provision of a quality service and is embedded in the College Charters, Standards and Procedures.

The College will not tolerate any form of behaviour or activity that discriminates without proper justification on the grounds of gender, age, nationality, ethnic or national origins, marital status, sexual orientation, trade union activity, political or religious beliefs and activities, family responsibilities, class, physical, sensory mental or other forms of disability or medical condition.

The College is committed to provide the necessary resources to plan, implement, monitor, review and further develop this policy to ensure that all staff, students and visitors enjoy a working and learning environment in which the dignity of individuals is respected.

While the primary responsibility for the prevention of discrimination lies with the College as an employer, it is the responsibility of all employees to promote equal opportunities and avoid unlawful discrimination. The College will take any appropriate disciplinary or legal action to protect students, staff or other persons involved with the College from any discriminatory behaviour.

Disability Equality Scheme

Introduction

This scheme is written in response to the Disability Discrimination Act 2005 which comes into force on December 4 2006 and the Disability Equality Duty (DED) detailed in the Act.

The duty requires proactive measures to address barriers to participation and successful outcomes for disabled people. These measures are identified within this document and supported by a separate action plan.

The DED requires the College to have regard to the need to:

- Promote equality of opportunity between disabled people and other people
- Eliminate unlawful discrimination
- Eliminate disability related harassment
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Take account of disabled people's disabilities, even where that involves treating disabled people more favourably than others.

In order to arrive at appropriate measures and implementation strategies the DED also requires the College to:

- Carry out impact assessments
- Gather information for monitoring progress
- Embed disability equality across the whole organisation
- Actively involve disabled people
- Work in partnership with other organisations
- Improve disability equality by tackling institutional barriers

Disability equality vision, values and principles

Whilst the College has a good record of attracting and supporting learners with a disability it has been based on addressing the specific 'limitations' which the disability presents (a medical model). The DED offers another perspective (a social model) which shifts the focus from what is 'wrong' with the disabled person to what is wrong with attitudes, systems and practices as it is these that often create disabling barriers and prevent participation by disabled people. It is this shift from the medical model to a social one which forms the main challenge for the College in addressing the DED.

The challenging of attitudes, systems and practices will assist in the Colleges commitment to eliminate all forms of discrimination and create an inclusive environment for all who learn and work in the organisation.

Actively engaging with disabled people

The active involvement of disabled people is fundamental to the implementation of the DED. Focus groups of students have been established. Relationships with organisations supporting disabled groups will be built through staff from Student Support charged with identifying, building and maintaining relationships with key agencies.

Leadership and Management

The implementation and monitoring of the DED is led by the Principal and managed through the Equity and Diversity Committee.

The action plan identifies the roles and responsibilities of staff throughout the organisation.

Carrying out impact assessments

Appendix A includes all of the policies and procedures. An impact assessment for all of these policies will be scheduled over the next 3 years. The student and staff groups will be instrumental in prioritising, scheduling and conducting the assessments.

Gathering information

Currently the information available is not secure particularly given the wider definitions of disability and the reluctance of some staff and students to disclose a disability.

The first priority is to establish reliable data and encourage disclosure. Amendments to procedures in the enrolment period of 2006 have had some success but with further input from the groups of disabled learners the base data could be further improved.

As impact assessments are completed the data to support impact measures will be identified and incorporated into routine data collection practices if it is not readily available.

Relevant data external to the College will be sort to establish how well the College relates to the disabled people in the communities served by the College.

Putting the scheme into practice

It is essential that disabled people and fully involved and can have direct influence on the implementation of this scheme. Strategies to engage disabled people have already been deployed but clearly as those strategies become embedded the views expressed will directly affect how the scheme evolves and how priorities are established.

The attached Action Plan gives details of the implementation strategy with evaluation measures. This is a working document and will be revised according to feedback received. Review mechanisms and timings are included.

Monitoring and Evaluation

A schedule of activity to review, monitor and evaluate the scheme is reflected in the Action plan. The scheme forms a standing item at the Equity and Diversity Committee and through this Committee will be reported to the Academic Board.

Actions and targets will be devolved to curriculum areas and will be reported through, team meetings, Programme Review and Evaluation, Self Assessment processes as well as the Roots to Treetops Reviews. Other Quality initiatives also include specific reference to disability issues

e.g. Lesson Observation, External Verifier Reports, Target Setting and progress monitoring against targets.

Student Support Teams will establish regular feedback opportunities from students, provide relationship building with appropriate external agencies and take responsibility for awareness raising across the organisation.