

DONCASTER COLLEGE

NOTES FOR GUIDANCE TO HELP YOU COMPLETE YOUR APPLICATION FORM

Introduction

Thank you for applying for a position within Doncaster College. The enclosed application form has been designed to help candidates provide all the information needed by the College, and to put all candidates on an equal footing. Please do not submit a curriculum vitae as a substitute; this will not be considered.

Instructions

This form can be completed and submitted either by saving the form as a word document to your hard disk and then completing electronically, or alternatively, by printing, completing by hand and posting to the address at the end of the form. The completed form can then be printed and posted or emailed directly to jobs@don.ac.uk

It is important that the information you provide is accurate to the best of your knowledge. Make sure that you check the dates and details of qualifications and previous employment. If you provide false information or deliberately omit any relevant facts, it will result in either disqualification from the selection process, or where the discovery is made after the appointment, render you liable to be dismissed.

In order to be fair to all candidates, we adhere strictly to closing dates. You are advised, therefore, to ensure that you send off your completed application form in good time.

Candidates who have been invited to interview will be notified in writing within 4 weeks of the closing date.

Attached to the application form is an Equal Opportunities Monitoring Form. The information you provide is necessary to enable us to meet the legal requirement to monitor all processes throughout the whole employment relationship. The information you provide to us will only be used for statistical purposes and will not be made available to anyone else. The personal information and date of birth fields have been moved to the Equal Opportunities Monitoring Form to ensure that this is not made known to the short listing and interview panel. They are, however, required fields to ensure correct identification of candidates and an offer of employment can not be made without it.

Failure to complete the Equal Opportunities Form will result in your application being withdrawn from the selection process.

We welcome applications from people with disabilities; all candidates will be treated fairly and on the basis of merit. Disabled applicants who meet the essential criteria will be invited for interview. If you are selected to attend for interview you will be invited to indicate any special facilities or arrangements that you may require to assist you during the selection process.

Doncaster College wishes to be recognised by the community as an organisation that provides good employment opportunities for people from ethnic minorities and we want individuals who apply to us as an employee to know that they will receive fair treatment and be considered solely on their ability.

All appointments to Doncaster College are subject to the presentation of appropriate documentation confirming your right to reside in the UK and to undertake the type of work for which you may be employed.

SECTIONS OF THE FORM

Personal Details

Please complete all parts of this Section. This part of the application is used to collect data which will be detached from the main body of the application form upon receipt and will not be used for the purposes of short listing and interview.

Please ensure that you include your full name, including any middle names, and all previous surnames.

Education and Professional Training

Please list your education and professional training commencing with the secondary school that you attended.

Where relevant, candidates should detail any additional qualifications or membership of professional bodies. For teaching staff you are required to state your QTLS status. It is understood that only teaching staff will be registered with the DCSF and only if they have a teaching qualification.

Other Training Courses

Please list details of any training courses you have attended.

Present Employment

Please provide the information relating to your present employment, briefly outlining the duties you undertake. If you are unemployed, please leave this section blank.

Previous Employment

Details of your previous employment should be provided in date order commencing with your most recent employer. You must include a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full time employment with start and end dates, explanations of periods not in employment, education and training, and reasons for leaving employment.

References

Please provide names and contact details of two, preferably three, referees; one of whom should be your current or most recent employer. Please indicate with a cross in the appropriate box where you do not wish the College to contact someone prior to interview.

One referee must be your current or most recent employer. If you are not currently working with children or vulnerable adults but have done so in the past a reference must also be obtained from the most recent employer by whom you were employed to work with children or vulnerable adults.

Personal references will only be accepted in exceptional circumstances e.g. if you can only produce one work or educational reference.

Please note that an offer of employment cannot be confirmed until the receipt of satisfactory references.

Relevant Experience

It is important that you explain how your skills, abilities, experience and qualifications make you suited to the job for which you are applying. Read very carefully the job description and person specification attached to the post, and provide information to fit the criteria listed. Ensure that you write something about each of the points. Do not underestimate previous experience, whether it is paid, unpaid or voluntary work.

Please provide details of what you have done and how you did it; and remember that even though your skills and experience may not match directly, they may be transferable to the duties of the job. For instance, if you are currently unemployed, or in an occupation that does not require the skills that we are asking for, you can demonstrate that you have transferable skills by thinking about what you do outside work, eg. member of a sports team/local organisation, being a parent, running a home. It is important to provide examples that demonstrate you have the skills to undertake the post applied for. If a position requires organisational skills, you should explain where you have had to use them to carry out a task. Another specification could be teamwork; many of us work in teams but we are interested in your personal responsibilities and achievement. Tell us what you did, not what the team did.

Do not make assumptions or take things for granted. Equal Opportunities and Recruitment and Selection Policies mean that selection panels look only at the evidence before them, relate the evidence to the criteria and do not rely on any other knowledge gained from personal contact or elsewhere.

If you continue your letter of application on further sheets of paper, please make sure that you indicate this in the box provided.

Other Information

Doncaster College is positive about employing disabled people and satisfies the criteria to apply the two ticks symbol to our recruitment advertising. Disabled applicants who meet the essential criteria will be invited for interview. You are therefore requested to indicate on the application form whether you have a disability.

To ensure all candidates can give of their best during the selection process, you are asked to state whether you require any reasonable adjustments to the selection process.

To ensure that the College complies with its Recruitment and Selection Policy, you are asked to provide details of any family working within the College or any close relationship to existing employees or employers (including governors).

Consent to Process

Doncaster College will use your application form during the recruitment process and in the event that you are offered a position. The application form will be kept together with your terms and conditions of employment and be used to process such information as may be necessary for the proper administration of the employment relationship, both during and after employment, provided that proper regard is had to such data protection principles that may be in force. In the event that you are unsuccessful, this form will be retained for six months and subsequently disposed of confidentially.

Disclosure of Criminal Convictions

Applicants should note that all posts within Doncaster College are exempt from the provisions of the Rehabilitation of Offenders Act, 1974. Applicants who are called for interview will be required to provide details of all cautions and convictions, if any, for criminal offences irrespective of whether they are spent or not. The successful candidate will be asked to apply

for disclosure that will provide details of all previous convictions/ reprimands and cautions. Information about the Disclosure scheme can be found at www.direct.gov.uk/crb. Past convictions will not necessarily be a bar to obtaining a position.

Declaration

Please sign and date the declaration.

General Points

Please check the closing date and allow time for your application to reach us. We suggest that you retain a copy of your completed application form together with the job description and person specification.

Your application form should be well organised and concise. You may find it helpful to do a rough draft first, as this helps to avoid mistakes and allows you to organise your application properly. Do not send the same application for all positions – pay attention to the requirements listed in the person specification. We decide who to interview from the information you provide in your application.

INTERVIEWS

The questions you will be asked at the interview will be based on the criteria listed in the person specification. Think carefully about this criteria and consider what questions might be asked.

Try to arrange a practice interview with a friend or work colleague. Interview panels want to hear what you have done in the past, and how you would apply that to your new post. Candidates often make the mistake of telling a panel what they have done but not what they have learnt and how they would apply this in the future.

If you are applying for a teaching post, you will be required to deliver a micro-teach session. For some posts, a short practical exercise or presentation is required. Full details will be provided in the letter inviting you for interview.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including;

- Motivation to work with children and young people,
- Ability to form and maintain appropriate relationships and boundaries with children and young people,
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

Please note: if you are offered employment with this College, the offer is subject to verification of all qualifications; police and medical clearance and the receipt of satisfactory references.

Doncaster College does not tolerate any prejudicial behaviour by any member of the College. The College is committed to ensuring that it does not discriminate either directly or indirectly against individuals on the grounds of gender, race, disability, sexual orientation, religion or belief, employment status, age.

Please note that the College operates a No Smoking Policy throughout all its sites.

Finally, thank you for applying. We look forward to receiving your application.
Human Resource Management



D O N C A S T E R
C O L L E G E



If you are completing this application by hand, please write clearly using **BLACK INK**

Application for the Post of:

Post reference:

For office use only

Application form number:

Present Employment

Position:

Employer's Name and Address:

Salary:

Grade:

Date Appointed:

Notice Required:

Reason for wanting to leave current employer:

Current duties & responsibilities:

Are there any dates on which you will be unavailable for interview?

Previous Employment

You must include a full history in date order since leaving secondary education of all paid or unpaid work including start and end dates, explanations of periods not in employment, education and training, and reasons for leaving employment.

Name and Address of Employer:

Post
Held:

Dates:
(dd/mm/yy)

Reason for
Leaving:

References

Name, address, telephone number and email of two, preferably three, persons. One must be your current or most recent employer. Please indicate with a cross in the box if you do NOT wish the College to approach any of the referees unless a conditional offer of employment is made from the College following interview. Please note that an offer of appointment cannot be processed until satisfactory references have been received. (Personal references will only be accepted in exceptional circumstances e.g. if you can only produce one work or educational reference).

1.

2.

3.

Tel No:

Tel No:

Tel No:

E-mail:

E-mail:

E-mail:

Education and Professional Training

Secondary Schools, Colleges, Polytechnics, Universities:	Dates:	Qualifications:	Level:
Other Education or training courses:			Dates:

Relevant Experience

Please outline aspects of your experience and any particular achievements or distinctions which you consider relevant to this application, and say why you are applying for this post (if necessary, please continue on a separate sheet).

It is important that you refer to the Notes for Guidance on Relevant Experience before completing this section.

If your application includes enclosures, please state the number of sheets.



D O N C A S T E R
C O L L E G E



INVESTOR IN PEOPLE

If you are completing this application by hand, please write clearly using **BLACK INK**

Application for the Post of:

Post reference:

For office use only

Application form number:

Personal Details (This part of the application is used to collect data which will be detached from the main body of the application form upon receipt and will not be used for the purposes of short listing)

Surname:	First names:
Address:	Preferred Name:
	Title (e.g. Mr/Mrs/Miss/Ms):
	Previous Surname(s):
	Home Tel No:
Post Code:	Work Tel No:
Email:	Mobile Tel No:
DCSF Registered No: (applicable to teachers only) IfL Membership:	National Insurance No:

Disclosure of Criminal Convictions

This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974.

Applicants who are called for interview will be required to provide details of all cautions and convictions, if any, for criminal offences. The successful candidate will be asked to apply for disclosure. Information about the Disclosure scheme can be found at www.direct.gov.uk/crb (past convictions will not necessarily be a bar to obtaining a position).

Please provide details of **ALL** convictions/reprimands or cautions. You must disclose all convictions irrespective of whether they are spent or not. If none, please state '**NONE**'.

Date:	Details of Offence:	Sentence (if applicable):

Verification

If you are offered employment with the College, the offer will be subject to verification of all qualifications, that you are medically fit to undertake the post, receipt of two satisfactory references and a satisfactory disclosure issued by the Criminal Records Bureau. Further information about disclosure can be found at www.direct.gov.uk/crb.

Parental Leave

Do you have any outstanding parental leave entitlement that would be carried over to the College?

Yes/No

Please Detail: _____

<input type="checkbox"/>	<input type="checkbox"/>
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Other Employment

The College requires its employees to seek the written permission of the Principal if they wish to hold alternative employment. Please confirm below if you intend to continue alternative employment to the College should you be successful with your application?

Yes/No

Please Detail: _____

<input type="checkbox"/>	<input type="checkbox"/>
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Are you related to anyone or in a close relationship with anyone working within the College or employed by the College, including Governors? If yes, who and what is your relationship?

Yes/No

<input type="checkbox"/>	<input type="checkbox"/>
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If yes, please state the person(s) concerned: _____

Doncaster College is positive about employing disabled people and satisfies the criteria to apply the two ticks symbol to our recruitment advertising. Disabled applicants who meet the essential criteria will be invited for interview. You are therefore requested to indicate on the application form whether you have a disability.

Yes/No

<input type="checkbox"/>	<input type="checkbox"/>
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Consent to Process

Doncaster College will use this application form during the recruitment process and in the event that you are offered a position. This form will be retained together with your terms and conditions of employment and be used to process such information as may be necessary for the proper administration of the employment relationship, both during and after employment, provided that proper regard is had to such data protection principles that may be in force. In the event that you are unsuccessful, this form will be retained for 6 months and subsequently disposed of confidentially.

Declaration

I understand that canvassing support of the College Corporation or Senior Management of Doncaster College, directly or indirectly, will disqualify my application. The information provided is, to the best of my knowledge, accurate and I give my consent to process. All offers of employment with this College are subject to verification of all qualifications; obtaining satisfactory CRB disclosure; medical clearance; receipt of satisfactory references and the Principal's approval.

If you return this completed application form by email we will assume that you have given your consent to process and understand the above declaration.

Signed: _____

Date: _____

Please return this form in Word format by email to jobs@don.ac.uk
Alternatively you can return this form in an envelope marked 'Confidential Application' to:

**Human Resource Management
Doncaster College
The Hub, Chappell Drive, Doncaster, DN1 2RF**



D O N C A S T E R
C O L L E G E



EQUAL OPPORTUNITY MONITORING FORM

Request for Information from Applicants

Doncaster College, in accordance with its policy on equal opportunities, confirms its commitment to a comprehensive policy on Equality and Diversity in employment in which individuals are selected and treated on the basis of their relative merits and abilities and are provided with Equality of Opportunity within the College.

The aim of this policy is to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practices. The College is committed to a programme of action to make this policy fully effective.

To enable the College to pursue this policy effectively and to meet other legal requirements, it is necessary to monitor applicants and appointees to College posts. To ensure that we have the most accurate information for this purpose it is important that all applicants complete the questionnaire below.

Failure to complete the Equal Opportunities Form will result in your application being withdrawn from the selection process.

Please be assured that responses will be treated in the strictest confidence and will be separated from your application on receipt to ensure that this information is not used as part of the recruitment procedure.

The information collated will form a confidential database, which will be used in statistical analysis only.

Disabled applicants who meet the essential criteria will be invited for interview.

The details of successful candidates will be recorded on our HR and Payroll system to use in statistical analysis of employee data.

Have you been employed by this College before? Yes No

If yes, please give approximate dates: From: _____ To: _____

Reason for leaving:

A. Your age

What is your date of birth?

DD/MM/YYYY

B. Your disability

The Equality Act 2010 defines a person as disabled if he or she has a physical or mental impairment and the impairment has a substantial and long-term (i.e. has lasted or is expected to last at least 12 months) adverse effect on his or her ability to carry out normal day-to-day functions.

Do you consider yourself to have a disability according to the terms given in the Act?

Yes		No	
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If you have answered yes, please indicate the type of impairment which applies to you. If you experience more than one type of impairment, please tick all the types that apply. If your disability does not fit any of these types, please mark 'Other' and specify.

Physical/mobility impairment, such as a difficulty using your arms or mobility issues which require you to use a wheelchair or crutches	
Visual impairment, such as being blind or having a serious visual impairment	
Hearing impairment, such as being deaf or having a serious hearing impairment	
Mental health condition, such as depression or schizophrenia	
Learning disability/difficulty, such as Down's syndrome or dyslexia or a cognitive impairment such as autistic spectrum disorder	
Long-standing illness or health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy	
Other (Please specify below)	

C. Your ethnic group

Asian, Asian British, Asian English, Asian Scottish, Asian Welsh or Asian Irish

Indian		Pakistani		Bangladeshi	
Other Asian Background					

Black, Black British, Black English, Black Scottish, Black, Welsh or Black Irish

Caribbean		African		Other Black Background	
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Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Chinese Irish

Chinese		Other Chinese Background	
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Mixed

White & Black African		White & Black Caribbean		White & Asian		Other Mixed Background	
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White

White British		White Irish		White - European		Any other white background	
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Other

Other – Gypsy, Traveller, Roma		Other - Arab	
Other		<i>Please state:</i>	

D. Your gender

Male		Female	
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Do you identify as transgender?

For the purpose of this question ‘transgender’ is defined as an individual who lives, or wants to live, in the gender opposite to that they were assigned at birth.

Yes		No	
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E. Your religion or belief

Buddhism		Judaism		Other (please specify below)	
Christianity		Islam		Sikhism	
Hinduism		No religion			
Other:					

F. Your sexual orientation

Bi-sexual		Heterosexual/straight		Gay man	
Gay woman		Other (specify if you wish)			

To enable us to assess the effectiveness of our advertising, please tick below to indicate where you first learnt of this vacancy:

Times Education Supplement (Newspaper)		Jobs Doncaster Web Site	
Times Education Supplement (Web site)		Jobs.ac.uk	
Doncaster Free Press		FE Jobs Web Site	
Specialist Publication – please specify		Job Centre	
COMMUNeCATE		Job Centre Plus Web Site	
Doncaster College Web Site		Any other source – please specify	
Intranet			