Guidance on completing your application

Please ensure you have read the College Privacy Notice before completing your application form

We only accept applications made on our official application form and accompanied by the Equal Opportunities Form and Safer Recruitment Form.

You should complete all sections in black ink or electronically. We will use this form to help us decide your suitability for the post, so please make sure it is accurate and complete. Partially completed forms will not be considered.

Application Form: Clearly identify which post you are applying for.

Disabled Persons Job Applications: Wherever possible we will make reasonable adjustments to ensure that disabled applicants are not disadvantaged in our recruitment and selection process. Please provide information on any access requirements you may have, or reasonable adjustments you would like us to consider, should you be invited for an interview for this post. Please provide this information in your accompanying statement.

Previous Employment: Please ensure you provide a continuous record of employment/training/voluntary or unpaid work. You should start with the most recent and include reasons for any gaps in your employment history.

Supporting Statement: You should complete the supporting statement section describing how you meet the requirements detailed in the job description and person specification.

Last Three Years Results (Teaching vacancies only): You should complete the requested information for all classes taught in the last three years. For teachers with less than three years' experience, please provide all available data.

References: You should provide details of two people who are prepared to act as referees for you. Your first referee should be your current or most recent employer (for teachers, this should be the Principal). Your second reference should be someone who knows you in a professional capacity. Please indicate the relationship of the referee to you e.g. line manager, supervisor, etc. Referees will be contacted for applicants shortlisted to attend for interview unless stated otherwise. Please note that references from family members will not be accepted.

Safeguarding: We are committed to safeguarding and promoting the welfare of our students and expect all staff to share this commitment. The successful applicant will be required to undergo a Disclosure and Barring Service (DBS) criminal record check and to undertake child protection training should they not already have recently done so. The post is exempt from the Rehabilitation of Offenders Act (1974). If you have any convictions, cautions, reprimands or final warnings from the Courts or Police, you must declare them. This can be done separately from the Application Form in a sealed envelope, marked confidential, for the attention of the HR Officer. Any such information will not necessarily prevent you from being considered for the post.

Please return the completed application form and accompanying letter to Sharon Boyes, HR Officer, at the college by the closing date.