

Education Partnership NorthEast

A Candidate Guide to Recruitment



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Sunderland
College

Northumberland
College

We aspire to be the best in all we do and to enable our employees and students to reach their full potential. We know a culture of strong values means strong results for all of our stakeholders. This is why our professional values are fundamental to our pursuit for excellence and why they must underpin all of our activities.

Our **Professional Values** and **Behaviours** provide a valuable framework for use by people at every level of our organisation. They help us to evaluate our decisions and be confident in the choices we make.

Authentic



We are who we say we are,
we do what we say we will do.

Respectful



We value the opinion of others
and the contribution they make.

Innovative



We work hard to create a dynamic,
forward-looking culture.

Ambitious



We are determined to achieve
our vision and goals.

We require all candidates for posts to complete an application form, as information supplied in the same format ensures that the selection process is consistent and fair. **Please do not send your curriculum vitae.**

Please read the job description and person specification carefully before completing the form, as you will need to demonstrate that you can meet the requirements in order to be considered for shortlist.

Applicants should ensure that they indicate the title of the post that they are applying for and post reference number which can be obtained from the Advertisement or Application Pack letter. This information should also be included on any additional sheets.

We accept application forms electronically. If you do complete a hand written form, please note that black ink must be used as forms will be photocopied.

References

One reference quoted must be your present or most recent employer. If you have not been employed previously or have had a break from employment, you can give the names of people who know you sufficiently well to confirm the information you have given and comment on your ability to do the job for which you are applying. If you are a student, an academic referee would be suitable. Candidates should make their referees aware that the College may contact them prior to interview.

The College is fully committed to the safeguarding and welfare of children and vulnerable adults. We reserve the right to request alternative references and complete background checks based on information provided in the application form and at interview. Please note that a 5 year employment history check will be carried out for successful candidates.

Education & Qualifications

Candidates should ensure that they list all qualifications achieved, clearly identifying the completion date.

Please note that short listed candidates will be required to bring proof of their qualifications at the interview stage.

Unsuccessful Applications

If we do not contact you within 6 weeks of the closing date you may assume that your application has been unsuccessful.

Closing Date

Please note that application forms must be received by the People and Development team by 5.00pm on the date of closing, unless otherwise specified.

Please email your completed application form to **vacancies@sunderlandcollege.ac.uk**.

You should ensure that the correct postage is used for the weight of the completed application form. The College will not be responsible for late / non-delivery of application forms due to incorrect postage.

Medical Check

The successful candidate will be required to complete a confidential work health assessment questionnaire. Your questionnaire will be forwarded to our occupational health service for assessment and to determine if you need any additional support whilst working at the college.

Criminal Convictions/Cautions

Under the Rehabilitation of Offenders Act (1974) (ROA) an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred, i.e. it is "spent".

However under this Act some occupations are exempt. If the advertisement states that the successful applicant will be required to obtain an enhanced disclosure check you will be asked to disclose convictions that are defined as 'spent' under the ROA.

An unspent conviction will not necessarily bar applicants from employment at the College, as this will depend upon the circumstances and background to the offence. It should be noted that the majority of posts within the College meet the requirements in respect of exempted questions under ROA 1974. For all posts the successful candidate will be asked to apply for a DBS Check. Any offer of employment will be subject to this check.







GDPR

It is College policy to retain application details for a period of up to 12 months following the fulfilment of a vacancy. Personal information will be collected and used fairly, stored safely, and not disclosed to any other person or organisation unlawfully. The College will comply with the requirements of the Data Protection Act 1998.

Offer of Employment

A formal written offer of employment will be made to the successful candidate after at least two references satisfactory to the College have been received. You are therefore advised not to give notice on your present job until you have received our formal written offer.

Equal Opportunities

Our aim is to ensure that appointments are made only on the basis of ability to do the job. We are committed to making the staff of the College representative of the community it serves. The College policy on Equality & Diversity is available on our website.

Applicants with disabilities are guaranteed an interview if they demonstrate that they have met the essential criteria for the post as detailed on the person specification.

Complaints

Applicants for posts with the College have the right to complain if they consider that they have been unlawfully discriminated against during the selection process.

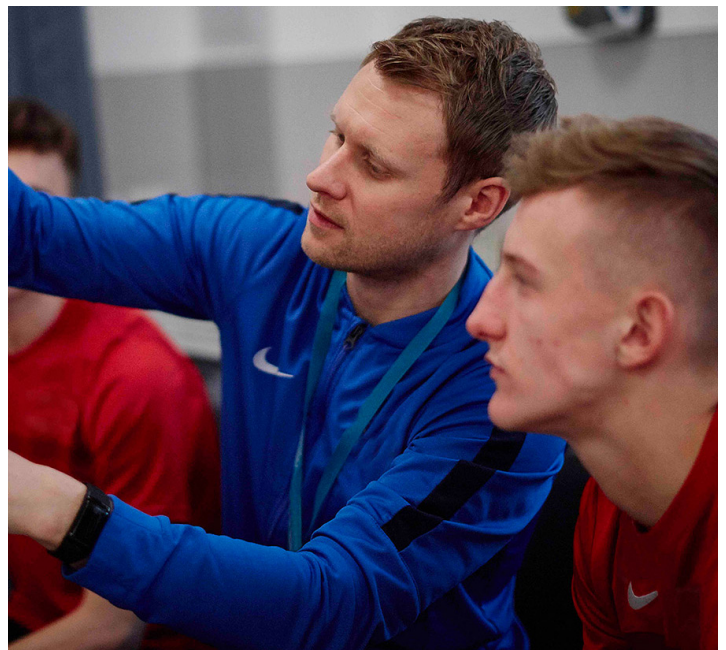
If you wish to make a complaint please do so in writing to the Group Director of People & Organisational Development, Washington Campus, Stone Cellar Road, Washington NE37 2NH within 3 months of the action in question.

Help and Advice

If you would like any further information or advice to help you apply for this post, please contact the People and Development Department on **0191 511 6371** or by emailing **vacancies@sunderlandcollege.ac.uk**.

Further details on the College can be obtained by visiting our website **www.sunderlandcollege.ac.uk**.

Thank you for your interest in working at our college.



Do you need this brochure in another language or format?

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