



Deeside College  
Coleg Glannau Dyfrdwy

# DEESIDE COLLEGE

## Guidance notes for Job Applicants

Kelsterton Road  
Connah's Quay  
Deeside  
Flintshire  
CH5 4BR

*Telephone* : 01244 831531  
*Fax* : 01244 834506

## **GUIDANCE NOTES FOR JOB APPLICANTS**

**If you have any difficulties with these instructions or you have a disability and would like use a different medium such as Braille to apply to us for a post please contact the College Human Resource Department – contact details are on the back page.**

The following notes are aimed to help all job applicants who are seeking employment at Deeside College.

In your Information Pack you will find the following:

- an application letter
- an application form
- personal details form for equal opportunities monitoring
- job advert
- job description
- person specification
- an overview of Deeside College

Your application must reach the College no later than the closing date as stated on the advertisement.

Please note that EU law prevents us from considering applicants who would require a Work Permit. This includes foreign nationals who are neither a British citizen nor an EEA national (nor the family member of such a national), nor a Commonwealth citizen with the right of abode in the UK.

The Application Form will be photocopied so please complete it in **black ink**. You are advised to read through each section carefully and it is advisable you do a rough draft first, especially Page 3. Your Application Form may be typed or word processed if you prefer. Please do **not** attach anything to the form, unless specifically requested. Please do **not** attach a CV or substitute it for this form.

**Please be aware that all communication from the College will be made via email unless requested otherwise on the application form.**

### **JOB AND PERSONAL DETAILS**

Please complete in block capitals. The Application Form itself does not require you to state your age, sex, date of birth or full first name as part of our commitment to equal opportunities and therefore all job applicants are considered on a fair, unbiased and lawful basis.

### **EDUCATION AND QUALIFICATIONS**

Please give details of all educational, technical and professional qualifications and education from age 11, including attainment levels and subject areas clearly defined. If you cannot remember all your grades put Pass, Fail, Referred or Unfinished. HR will need this information to ensure you have the qualifications (if necessary for this job).

Even if you started a course or programme and did not finish don't worry, still record it and state the reasons for not finishing. If there is not enough room in the space continue on another sheet of paper. Remember to give details of in-house courses or non-qualification courses you may have attended, where these are particularly important to your application.

### **MEMBERSHIP OF PROFESSIONAL INSTITUTES**

You may be a full or student member of a professional organisation so please state the membership category. You may also state details of any lapsed membership. It is important you state if membership was achieved by experience, project or by an examination, or a combination of these.

## **PRESENT EMPLOYER/WORK EXPERIENCE**

Include here your present work situation whether paid or undertaken on a voluntary basis. Be careful to indicate the number of hours and the number of weeks in a year; for example, you may only be active in term-time. If you are applying for a lecturing position it is essential we know all the details of any part-time work.

## **PREVIOUS EMPLOYMENT/WORK EXPERIENCE**

You should provide details of employment history, starting with your current or most recent employer. In completing this section, think about voluntary or unpaid work that you may have undertaken. Note your role and key achievements/responsibilities. HR will need this information to ensure you have the work experience (if necessary) for this job.

## **ADDITIONAL INFORMATION**

This is the most important section as this is your opportunity to persuade the College that you are worth shortlisting for an interview. Ensure you know what sort of person we are looking for. You do this by reading the job description, person specification and/or advertisement where provided. Look carefully at the **essential requirements** for the job.

You should describe your experience, matching elements as far as possible to the requirements on the person specification. Remember you may have gained this from previous jobs or it may be experience from voluntary work, from your knowledge of the local community, from your hobbies or your interests. You may, for example, have responsibilities or organisational experience acting in an unpaid capacity for a local club or society or community group.

Make sure this section is clear and interesting. Examples of how you may wish to start your sentences are as follows:

“I was responsible for .....  
I have had experience of .....  
I helped organise .....  
I achieved success in .....  
I was part of a team of people responsible for .....”

You may attach an additional sheet, although this is not necessary for all jobs.

If you submit an additional sheet you may wish to include headings and paragraph numbers. You may type this.

## **CRIMINAL CONVICTIONS**

Due to the nature of the work at Deeside College, all staff are required to complete a Disclosure of Criminal Records, via the Criminal Records Bureau. This will make known to the College any past conviction which you have received, whether spent or unspent. Any offer made will be conditional upon the receipt of a CRB Disclosure which is to the satisfaction of the Corporation. However, it is important to stress that having a criminal conviction may not automatically prevent a candidate from receiving an unconditional offer of employment. If you are aware of a past conviction which you may be obliged to disclose you should declare this on the application form. Further information about the Criminal Records Bureau please visit their website: [www.crb.gov.uk](http://www.crb.gov.uk) and click on CRB The Movie.

The College statement on recruitment of Ex-offenders is attached at the back of this document as Appendix 1.

## **REFERENCES**

Referees are normally contacted immediately after an offer of employment is made. We will normally contact at least your two most recent employers, and wherever possible we will try to verify the last 10 years of your employment. If you have not been employed before we will normally write to your Head teacher or College Principal.

## **OTHER INFORMATION**

You must declare any family or business relationship you may have with a member of staff or a College Governor.

## **DISABILITY**

If your health is good but you have a disability you do not need to state this fact here. Please record these details on the Equal Opportunities Monitoring Form. You can, of course, volunteer this information on the application form if you wish. For the purposes of your application a disability is a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out day to day activities. If you believe there are any changes or adjustments to the job conditions, environment or hours which you may find beneficial, or you require the College to provide additional supervisors, training or special equipment, or other arrangements with regard to your disability and your application for the job, please specify this on the Equal Opportunities Monitoring Form.

It is the College's policy to give disabled applicants a full and fair consideration.

The Equal Opportunities Monitoring Form will not be used as part of the selection process but it is important for monitoring purposes that you complete it.

Your disability and whether special provisions are required will be explored at the interview if relevant. If you have special requirements for attending an interview please ring the Human Resource Department when you receive an invitation for interview.

When completing the application check for errors or omissions. If you have any difficulties in completing the application form please contact the Human Resource Department at the College.

## **EQUAL OPPORTUNITIES MONITORING FORM**

Deeside College is committed to pursuing equality of opportunity and for our Equal Opportunities Policy to be effective it is necessary to monitor all applications for positions within the College.

The information collected will form a confidential statistical record/database which will be used for monitoring the College performance in respect of equal opportunities. The information you give in this section will be treated as confidential and will not be used for selection purposes.

Please choose one option from each of the sections listed and then tick in the appropriate box. This form should be completed and returned with your application form.

## **PERSON SPECIFICATION**

The person specification has been created to give applicants guidance on the skills, knowledge and experience that will be required to successfully carry out the role on a day to day basis. The Person Specification criteria is typically set out as 'Essential' and/or 'Desirable' to give the college a benchmark for shortlisting applicants. However, there may be occasions that the College will consider applications from people who do not meet each essential requirement as we will take into consideration the full range of qualifications, skills, knowledge, experience and demonstration of personal competencies.

## **ACKNOWLEDGEMENT**

The College does not automatically acknowledge receipt of application forms; if you require acknowledgement please send a stamped address envelope with your completed Application Form.

If you are not successful, please do not be discouraged from re-applying. Next time you may be just what we are looking for.

### ***Please return the Application Form to:***

Human Resource Department  
Deeside College  
Kelsterton Road  
CONNAH'S QUAY  
Deeside  
Flintshire CH5 4BR

**Tel: 01244 831531**  
**Fax: 01244 834506**

## **ASSESSMENT AND INTERVIEW**

Following the closing date, shortlisted candidates will be contacted by email and advised of the assessment and interview process.

Our most valuable resource is our staff and in our aim to be an outstanding College our selection processes include a formal panel interview together with assessments which help to identify candidates' strengths, attributes and competencies relevant to the post and which assist the selection panel in making an objective decision.

All candidates for permanent and fixed term posts will be required to undertake ability tests specifically designed to measure skills and aptitudes relevant to the post. The tests assess all job levels and job types from managerial and operational, to technical and manual. The tests assess key skill areas including language proficiency and numerical ability.

Any weaknesses highlighted by test results may not necessarily preclude a candidate from being offered a post. The results may, however, indicate areas where a potential employee might benefit from additional support which will be available through staff development.

Shortlisted candidates will be provided with a practice leaflet to familiarise themselves and prepare for the tests which will be undertaken.

It is recognised that these tests may cause anxieties for those being tested. This may be particularly the case if you feel you have special needs which may disadvantage you unduly. Examples of this type are difficulty in hearing, dyslexia, an inability to write at normal speed. If you feel you may have difficulty completing these tests, please let us know before the assessment day in order that we can take appropriate steps to arrange for the tests to be adapted as necessary.

Candidates may also be required to undertake further assessments relevant to the post. These may include a presentation or micro-teach, a practical demonstration, or other assessment designed to simulate part of the role for which you are applying. Please note that PowerPoint and computer projection facilities are available, if you want to email your presentation to us, or bring it on disk or memory stick. An overhead projector and flip chart can also be made available should you wish. If your presentation or micro-teach requires specialist equipment, please bring it with you. We regret we are unable to produce copies of any supporting material you may wish to use so you will need to provide this yourself.

## **INTERVIEW EXPENSES**

Travel costs are reimbursed if you are travelling to us from outside of the normal travel-to-work area at either the cost of public transport (second class rail) or, if you are travelling by car, at the rate of 15p per mile.

## **FEEDBACK**

Following the assessment/interview process, all candidates will be given the opportunity to receive detailed and constructive feedback. Candidates will be informed of assessment decisions by email.

Deeside College holds the Investors in People Recruitment and Selection Award in recognition of its commitment to continual improvement and development of its recruitment and selection procedures. To this end, we appreciate your feedback, and will ask candidates to complete an evaluation form to comment on their observations and experience of the College's assessment and interview processes.



Deeside College  
Coleg Glannau Dyfrdwy

## Appendix 1

### Policy Statement: Recruitment of Ex-offenders

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Deeside College complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Deeside College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This Policy Statement is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Deeside College and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Deeside College to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Deeside College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of the offences.