



## **ASHTON SIXTH FORM COLLEGE**

### **APPLYING FOR A POST**

**Please read the following notes carefully; they are intended to guide you when making an application for a post at the College.**

#### **Completing the Application Form**

All candidates are required to complete the application form, as information supplied in the same format makes selection far easier. Before filling in your application form, please read the job description and person specification carefully. These outline the key accountabilities to be performed, and the skills abilities and qualifications required of the post holder. You will need to demonstrate that you meet the requirements of the job description and person specification, (or at least have the potential to do so) in order to be considered for shortlist and interview. Curriculum Vitae may also be enclosed as additional information.

Ashton 6<sup>th</sup> Form College is an Equal Opportunities Employer and positive about people with disabilities. Guaranteed interviews will be offered to people with disabilities as defined under the Equality Act 2010 and who meet all the essential criteria of the Person Specification for the position applied for.

#### **Child Protection**

The College is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. We are entitled, under arrangements introduced for the protection of children, to check with the Disclosure and Barring Service (DBS) for the existence and content of any criminal records of the successful applicant. You will be required to undertake an Enhanced Disclosure via the DBS. As an organisation using the DBS to help assess the suitability of applicants for positions of trust, Ashton Sixth Form College complies fully with the DBS Code of Practice, a copy of which is available on request from the Human Resources Department. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

#### **Criminal Convictions – Rehabilitation of Offenders Act 1974**

You are required to give details of all convictions including 'spent' convictions, other than minor traffic offences, to enable the Corporation to assess your suitability for employment. This is because your employment at Ashton Sixth Form College is of such as to enable you to have access to persons under the age of 18 in attendance at the College in the course of your normal duties. In these circumstances 'spent' convictions are to be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

The information you give will be treated in strict confidence and used only in consideration of this application. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. Failure to declare a conviction will however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

We have a written policy on the recruitment of ex-offenders, a copy of which is available on request from the Human Resources Department.

### **References**

Suitable referees are people who have had direct recent experience of your work and who are in responsible positions. Should you have had a recent break in your work history you may wish to nominate someone who has known you for a long time or perhaps been connected with any voluntary work you may have undertaken and is, therefore, in a position to comment on your suitability for the post you are applying for.

We cannot accept references from relatives or friends and may take additional references in respect of previous employers from those provided without notification to you where this involved working with children, young people or vulnerable adults.

### **The Supporting Statement**

The supporting statement is regarded as a very important part of your application. You should make statements which demonstrate how your qualifications and experience match the criteria outlined in the job description and person specification. The details for the particular post will usually include specific guidance on points to be referred to in the statement, which should be concise. **Please note that if a Supporting Statement is not submitted, you may not be short-listed for interview.**

### **Arrangements for Interview**

Short listing is usually completed within a week of the closing date for applications. When the shortlist has been agreed, invitations for interview are sent to the selected candidates. The interview will usually be held within four weeks of the closing date.

If you have not received an invitation to attend an interview within four weeks of the closing date, you may assume that your application has been unsuccessful.

Should the selection process incorporate a range of tests, full details will be included in the interview letter. Normal College practice is to contact referees following short listing for interview; if you do not wish your referees to be contacted at this stage this should be clearly indicated on your application form.

If you have a disability and require special adaptations or assistance, please contact Human Resources, who will take appropriate measures to accommodate these needs.

### **The Interview**

References received on candidates are made available to the selection panel following interview. For more senior posts, a number of panels may be used and the candidate will normally be required to make a short presentation. Candidates for teaching posts will usually be asked to teach an observed lesson. The decision of the selection panel is normally announced within one day of the interview and you will be contacted as soon as possible. Candidates should be prepared to accept or refuse an offer.

### **Selection for Appointment**

The successful candidate will be contacted as soon as possible. Written confirmation of our offer of appointment will be issued, and the successful candidate must return written confirmation of their intention to accept the post. Failure to confirm in writing will result in the offer of employment being withdrawn. All offers of employment are dependent upon

satisfactory completion of all the necessary pre-employment checks; two satisfactory references, an Enhanced Disclosure via the Disclosure and Barring Service, confirmation of the Right to Work in the UK and verification that a candidate to be employed as a Teacher is not subject to a prohibition order issued by the Secretary of State.

**Medical**

The successful candidate will be required to complete a health questionnaire, which should be returned to the College's Occupational Health Service in Manchester.

**The final date for receiving applications will be specified in the job details.**