

## Guidance notes for applicants

The purpose of this document is to assist you in completing your application form. You are advised to read these guidance notes carefully prior to completing the form. Information provided within the application form will be used to determine whether your application will be successful in reaching the next stage of the selection process.

Application forms must be completed in full. CV's may be attached to your application form however we will not be able to accept a CV as a substitution for information requested via this form.

If you need any information about how to submit your application in a different format, please contact a member of the Human Resources team.

### Job Description and Person Specification

An up to date job description and person specification is produced for all vacancies. You are advised to read these documents carefully to be able to understand what the post entails and to determine whether you meet the requirements of the post.

The person specification details the qualifications, training, experience, skills, expertise and any other factors that are a requirement of the post. The essential criteria details the minimum requirements of applicants to be able to undertake the post. Applicants who do not provide evidence on their application form that they meet the essential criteria including full details of qualifications and grades will not be short-listed. The desirable criteria identify

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additional elements that would assist the post holder in performing the duties and responsibilities of the post.

### **Completing the Application Form**

The form has been designed to enable you to provide as much relevant information as possible to support your application. The supporting information section asks you to supply information regarding your relevant experience, skills and expertise and additional factors relevant to the post. It is important that you refer to the job description and person specification when completing this section. When completing this section you may refer to employment, voluntary work, and personal or leisure activities in order to demonstrate your suitability in these areas. You must ensure that you clearly detail, by giving specific examples as supporting evidence, how your application meets the essential and, where applicable, the desirable criteria for the post. We will not make assumptions about information that has not been provided.

All the information in this application form will be treated in the strictest confidence. In the interest of economy, we do not normally acknowledge receipt of your application form. If you have not had an invitation to interview from us within three weeks of the closing date, you may assume you have been unsuccessful. Please complete this form neatly and accurately in black ink or type.

The form may be completed by hand or electronically. Completed forms may be posted to Wakefield College, Human Resources, FREEPOST LS5 943, Thornes Park Campus, Horbury Road, Wakefield, WF2 8QZ or emailed to [hr.recruit@wakefield.ac.uk](mailto:hr.recruit@wakefield.ac.uk). You must ensure that you return your application by the closing date specified. Late applications may not be considered.

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## **Equality and Diversity**

Wakefield College is committed to supporting a diverse workforce and selects and treats individuals on the basis of their relevant merits and abilities, ensuring that there is equality of opportunity for all.

The information provided on the equal opportunities monitoring form is used to ensure that our Equality and Diversity Policy is working. The information is provided in the strictest of confidence and is used for statistical monitoring purposes only and will therefore not form part of the selection process.

Further information about this is detailed within the form.

Wakefield College supports flexible working including part time and job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of attracting and retaining experienced qualified and trained staff. All hours and options available will be detailed on each advertised vacancy and will be discussed at interview and at the offer stage if applicable.

## **Disability**

The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on the ability to carry out normal day to day activities. As a Disability Symbol user, Wakefield College is committed to interviewing all disabled applicants who provide evidence on their application that they meet the minimum essential criteria for the post that they are applying for.

The College will always seek to make reasonable adjustments to enable the successful candidate to undertake the requirements of the post.

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## **References**

All appointments with the College are made subject to the receipt of satisfactory references. All applicants must provide details of two employment referees whom the College may contact. One of your referees must be your current or most recent employer. Your referees must be able to comment on your ability to perform the duties of the job.

The College may approach referees prior to interview. Please indicate on the application form if you do not wish us to contact your referees at this stage.

## **Criminal Convictions**

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' after a certain period of time. After this period, with certain exemptions, a person is not legally obliged to mention it when applying for a job.

However, because of the nature of work with the College, posts are normally exempt from the provisions of section 4(2) of the above Act by virtue of the Rehabilitation of Offenders (Exemptions) Order 1975. Applicants are not entitled to withhold information about convictions which for the other purposes are 'spent' under the provisions of the act and in the event of employment, any failure to disclose such convictions could result in disciplinary action, including dismissal by the College.

Information provided will be completely confidential and will be considered only in relation to the application for positions to which the order applies.

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### **Safeguarding Children**

Wakefield College is committed to safeguarding the welfare of students. Applicants must not be disqualified from working with children or young people nor subject to sanctions imposed by the General Teaching Council

Successful applicants may be required to complete a satisfactory Criminal Records Disclosure check as a condition of their employment.

### **Terms and Conditions**

An outline summary of the main terms and conditions that are applicable to employment with Wakefield College can be found on the College website.

### **Offers of Employment**

Offers of employment with the College are subject to the following conditions:

- Criminal Records Bureau Disclosure & List 99 check
- Medical Clearance
- Receipt of Satisfactory References
- Proof of your identification and right to work in the UK.
- Proof of qualifications (original copies of certificates must be provided)

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For further information about the College, please refer to the College website [www.wakefield.ac.uk](http://www.wakefield.ac.uk).

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