

# Guide to completing an application online

## General notes

The application form allows us to assess your suitability for the post and monitor our duties under the Single Equality Scheme. All applications must be completed online - CVs will not be accepted. No assumptions will be made about your experience and skills. You should read these notes and the other accompanying documents carefully before completing your application.

Phone our recruitment team on 020 8918 7015 if you require the application form or guidance notes in an alternative format (audio or large print).

## Your application

You need to complete separate applications for each position you're interested in, as the selection criteria varies from job to job.

All applications for our vacancies are completed online. You can save your progress and complete your application over a number of visits.

If you have a learning difficulty or disability that means you can't complete your application unaided, contact us on 020 8918 7015 and we can provide help.

## Completing the online application

If you are applying for the first time, you need to register on the College's job site. Your username must contain a minimum of six characters and at least one number. Your password must contain at least five characters.

If you have registered and forgotten your password, click on the 'Forgotten password' link and enter your email address to receive a link to reset your password.

The sections of the application form marked with a red asterisk are mandatory.

## Personal details

We may contact you about your application via post, email or telephone, so make sure your contact details are up-to-date. If your contact details change during the selection process, let us know your new details as soon as possible.

To help us monitor our recruitment advertising, please complete the 'how did you hear about us' box at the bottom of the page.

## Education, training & qualifications

Please list your education and training in chronological order with the most recent first, and include your teaching (if applicable) and English and maths qualifications.

## **Present and previous work experience**

Starting with the most recent, list all the employers you have worked for and provide details of the job title and the period you worked for them. For safeguarding purposes you should detail your entire employment history and explain any gaps in employment such as maternity leave, travelling abroad, volunteering, caring responsibilities.

## **Additional information**

Please include any dates you are unable to attend an interview. If you're unable to make the interview date we'll make every effort to reschedule, but this may not always be possible.

## **References**

Please provide the names of two referees who can give an account of your ability in a working environment. This should include your current/most recent employer and your previous employer. If you have limited work experience and have just completed a course, you should provide a referee from your school or college. Personal referees are not accepted. If you don't want us to contact your referees before a job offer is made, tick the appropriate box on the application form.

All offers of employment are subject to satisfactory references, Disclosure and Barring Service check (DBS) and medical clearance.

## **Internal candidates**

Log in using the same details you use for the HR Self Service. Your application will automatically be populated with the information currently held on the system for you. You still need to navigate through all of the pages of the application to ensure all the information essential to the role has been included. You will also still need to complete the supporting statement section before you can submit your application.

## **Supporting statement**

The job description describes the main duties and responsibilities of the role. The person specification identifies the skills, experience and qualifications you need and will be used to determine whether you will be shortlisted for interview.

In your statement you should write about and give examples of how you fulfil the required skills, knowledge and experience required in the order they are set out in the person specification. The details you provide here are essential to the shortlisting process. If you don't provide the requested information we will have an incomplete picture of your suitability for the position.

Two criteria will ask about equal opportunities and safeguarding. You should give examples of what you have done in previous jobs to support equal opportunities and safeguarding. If you haven't had any experience in these areas yet, write about what you might be able to do if you were appointed to the role.

## **Support for candidates with a disability**

The College is committed to calling for interview all applicants with a disability who satisfy the minimum criteria for the position.

Any details you give regarding disabilities will be dealt with sensitively and will only be disclosed to staff involved in the selection process when it is considered appropriate and necessary.

At the shortlisting stage, Human Resources will inform the selection panel if a candidate considers himself/herself to have a disability. The Disability Support Information form, or detail on the disability will not be provided to the selection panel at any stage during the recruitment process, unless considered necessary and the candidate will be informed if this is appropriate.

## Disclosure of criminal convictions

It is vitally important for us to ensure, so far as is reasonably possible, we only employ candidates who do not pose a risk to our learners. Therefore we will apply for and review the criminal records of any successful applications and any offer of employment will be subject to a satisfactory DBS check.

Any disclosures of criminal convictions are given in strictest confidence. You must disclose any criminal convictions, cautions or bind-over orders that are not considered as 'protected' under the amendments to the Exceptions Order 1975 (2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the following link: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).

As South Thames College meets the requirements in respect of exemption under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced Disclosure and Barring Service check as a condition of employment. The disclosure will include details of cautions, reprimands or final warnings, as well as convictions that are not considered protected under the amendments to the Exceptions Order 1975 (2013). This will be stored in accordance with our secure storage policy which may be viewed upon request.

Having a conviction will not automatically bar you from employment. This will depend on the circumstances and background to your offence. For more information on the recruitment of ex-offenders, please refer to our policy statement on the recruitment of ex-offenders.

There is also a code of practice for registered persons handling disclosure information. For more information on the disclosure process please go to [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).

## Equal opportunities and human resources monitoring

We welcome applications from all sections of the community. All applicants should demonstrate this commitment by completing the equal opportunities and human resources monitoring form. This form is held by the Human Resources team and is not available to the shortlisting panel. This helps us to monitor our recruitment practices.

The categories used for the ethnicity groupings are consistent with those used by the Office of Population and Census Surveys and are recommended by the Commission for Racial Equality.

## Submitting your application

Once all of the application pages have been completed and all sections are marked with a green tick on the Application Summary page (see below), you can submit your application.

**Application pages**

- ✔ Personal Details
- ✔ Education, Training & Qualifications
- ✔ Work Experience
- ✔ Additional Information
- ✔ References
- ✔ Supporting Statement
- ✔ Sensitive Information
- ✔ Declaration

**Icon guide**

- \* Mandatory field.
- 🔗 Help icon guide.
- ✔ Mandatory fields complete.
- ⚠ Mandatory fields incomplete.

The apply button will be activated when all mandatory fields have been completed.

**Apply**

The website will then confirm that your submission and you'll receive an automated email confirmation.

We will consider your application and contact you if you have been included on the shortlist for interview. Due to the volume of applications we receive we regret that it is not possible to notify those unsuccessful at the shortlisting stage.