

## NOTES FOR APPLICANTS

# **An Application form must be completed in all cases. Please read before completing the application form**

- 1) Please complete the form either by typescript or using black ink. Please complete in full and do not write "see CV".
- 2) References may be requested before shortlisting takes place. Please do not assume that this will guarantee an interview.
- 3) Gaps in chronological dates relating to education and employment history etc. without explanation may result in your application not being put forward for shortlisting.
- 4) Any personal information entered on this form will be held on computer files.
- 5) Please indicate if you are in receipt of any threshold payments.
- 6) No covering letter or other material should accompany this form. Testimonials should not be enclosed.
- 7) Original documentary evidence of status (including degrees and/or diplomas) will be required of applicants shortlisted for interview. Supporting evidence of military service, industrial, commercial and other experience may be required for salary assessment purposes. Such documents should not accompany this form.
- 8) The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check because the post being applied for will provide an opportunity for access to children or young persons. Proof of ID will be required.
- 9) This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Shortlisted candidates will therefore be required to disclose any unspent criminal convictions or cautions reprimands or warnings. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the College.
- 10) In accordance the with Immigration, Asylum and Nationality Act the successful candidate will be required to provide proof of the right to work in the UK.
- 11) Canvassing on behalf of the applicant, whether directly or indirectly is forbidden.
- 12) **The closing date must be strictly adhered to.**