

# Completing the Application Form – Guidance Notes



Please note that if you have a disability and you require to have this form, or submit the information with regard to this form in another format, such as in larger print, please contact us by writing or telephoning our Human Resources department on 0191 229 5216 / 5135.

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment and selection. Where the application is successful, Tyne Metropolitan College may wish to process this information for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provision of the Data Protection Acts 1984 and 1998. Please also note that Tyne Metropolitan College may approach third parties to verify the information that you have given. By signing the application form you will be providing Tyne Metropolitan College with your consent to all uses.

**Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application. Please note that CV's will not be accepted.**

This is a standard application form, completed by all external applicants for posts within Tyne Metropolitan College.

- All information will be treated in confidence
- Please complete the form using BLACK INK. It may be handwritten or typed
- Applicants are required to complete all sections of the application form. A curriculum vitae may be submitted to provide additional information but will not be accepted in place of an application form

## General Information

- Please be sure to complete all parts of this section to ensure your application is considered for the right post

## Education and Qualifications

- Include information of all formal qualifications which you have gained
- Include information about any additional training or short courses which you have attended
- As some jobs require no formal qualifications (please refer to the requirements of the role), do not be put off if you have nothing to write in this section

## Employment Details

- The forms asks you to provide details of your present or most recent job first
- Then details of any previous jobs (most recent first)
- Please ensure you account for any gaps in your employment record
- Please be as accurate as you can about dates of employment and hours of work (if part time). If you are applying for a teaching post this information enables us to decide which salary point would be appropriate for you

## **Further Information**

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and requirements of the role
- The job description outlines the main duties of the post and the requirements of the role contains a description of the skills, experience, qualifications and competencies necessary to carry out these tasks
- It is essential to relate your experience to the information given in the job description by giving specific examples. For example, telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying that you have it. Please ensure you address all of the points identified within the job description and the requirements of the role which will allow you to demonstrate your suitability for the position you have applied for
- You may wish to draw on skills developed outside of work, whether home-based or social/community activities. These might include running a club or voluntary group etc as well as previous/present employment, study and training

## **References**

- As a College working with students from the age of 14, we are rigorous in our reference checking
- You are asked to provide details of two referees, one of which must be your current or most recent employer, the second should be a previous employer or if you have been in full time education a course tutor/leaders details should be provided
- Where possible it is our policy to take up references for all shortlisted candidates prior to interview. Any objections from you will only be considered in respect of references from your current employer. Please mark the application form appropriately

## **Personal Information**

- Please ensure all parts of this section are completed
- This information will be detached from your application by Human Resources before it is passed to anyone involved in the recruitment process

## **Medical Information**

- Please provide details of any periods of sickness absence which has resulted in your absence from work within the past two years
- If shortlisted for interview you will be asked to complete a staff medical questionnaire
- Depending on the answers to the medical questionnaire, you may be required to undergo a medical check before we can confirm an offer of employment
- If you have a medical condition which you believe might be affected by the nature of the job, please tell us about this

## **Disclosure of Criminal Convictions**

- The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' after a 'rehabilitation period'. However, various kinds of employment are exempted from this, including work that brings people into contact with vulnerable groups such as young people under the age of 18, the infirm and mentally ill.

- Where this exemption is relevant, we are legally entitled to ask for details of convictions, irrespective of whether they are 'spent' or 'unspent' under the Act. We will require a criminal record check (known as Disclosure) to be completed, which will be carried out by the Criminal Records Bureau.
- Any offer of employment made will be subject to receipt of a satisfactory disclosure certificate
- This information will be used only to assess your suitability for employment insofar as it is relevant.
- A criminal record will not automatically debar you from appointment. The Lead Countersignatory will consider the nature of the offence, how long ago it occurred and any other factors that may be relevant
- Any delay in the process of the disclosure may affect any agreed date of commencement
- All information will of course, be treated in the strictest confidence
- We must stress that regrettably, no further consideration can be given to applicants who fail to complete the Disclosure form

### **Equality and Diversity Monitoring Information**

- Tyne Metropolitan College is working towards equality of opportunity in employment and continually monitors the effectiveness of its policy. To do this we ask applicants to supply information about their gender, age, ethnic origin and whether they have a disability. The information you provide will be used solely for monitoring purposes to ensure our recruitment system does not discriminate against any section of society. You are encouraged to complete this section as it is the only way to ensure our process is fair. If applicants do not complete this section it can give a distorted picture of the sorts of people applying for vacancies. The information provided is treated with the strictest confidence.

#### Disability Definition

Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act (DDA).

The DDA states 'a person has a disability...if he has a **physical or mental impairment** which has a **substantial** and **long-term adverse effect** on his ability to carry out **normal day-to-day activities**'. The person must satisfy the four criteria in bold in the above statement to fall under, and, therefore, be protected under the DDA.

Please note that all disabled applicants who meet the minimum criteria for the post they are applying for will be offered an interview.

If you do have a disability this may be discussed with you at interview to see whether there are any reasonable adjustments which can be provided to help you perform the job effectively.

### **Returning your application**

- Return your completed application to Human Resources by the closing date. If it arrives late, we may not be able to consider you
- If you require any further advice, please contact a member of the Human Resources team on 0191 229 5216 / 5135.