

Myerscough College

We welcome enquiries from everyone and value diversity in our workforce

Guidance notes for applicants

These notes have been designed to assist you by providing information about the College's appointment procedures and about the application form. **Please read these notes carefully before completing your application form.**

The College provides "opportunities for all to succeed" and is committed to Equality, Diversity and Inclusion.

All posts will be considered for job sharing unless special circumstances apply. If this is the case, this will be indicated in the advertisement.

The application form is used both for shortlisting and for reference during the interview process. **The information which you supply on the Equal, Diversity and Inclusion monitoring form attached to the application form is kept strictly confidential; it is separated from the application form prior to the commencement of shortlisting and is not seen or used by the shortlisting panel. The information is used for monitoring purposes only and forms no part of the selection process**

When completing the application form:-

- read the job description, employee specification and advertisement and any other relevant details thoroughly before completing the form. Use the information supplied to make your application relevant to the post.
- Your attention is specifically drawn to the attached advisory notes in relation to Disclosure and Barring Service and the Recruitment of Ex-offenders Policy.
- sign the declaration to certify that all the information given is correct. If you submit your application online, you will be asked to sign the form at any subsequent interview. Please note that if you provide false information or deliberately omit any relevant details you will be disqualified from the selection process.

The Recruitment and Selection process

Please note, if you have not been contacted within 4 weeks of the closing date you should consider that you have been unsuccessful on this occasion.

Applications received after the closing date will not normally be considered.

All application forms received before the deadline are passed forward for shortlisting purposes.

Shortlisting is carried out by members of the interview panel and is based on an assessment of the information you have provided on your application form against criteria defined on the employee specification. Only candidates who meet the essential criteria can be shortlisted. In line with our commitment to Disability Confident, formally the Two Ticks symbol, any candidates declaring a disability and who meet the essential criteria for the post, will automatically be invited for interview.

If you are shortlisted, you will be contacted and invited to attend for the selection process. If there are any special arrangements associated with the selection process eg tests or presentations, you will be informed accordingly.

We ask you to provide names of two persons who will act as referees in support of your application. Referees will be contacted in writing to provide their references either prior to or following the selection process, unless you have indicated otherwise on your application form. If your current employment does not involve working with children, we will ask you to provide details of the most recent employer where you were employed in work with children.

If you attended a selection process you will be informed either verbally or in writing of the outcome at the earliest opportunity following selection process being finalised. The successful candidate will have the decision confirmed in writing as an offer of employment. Unsuccessful candidates will have the opportunity for feedback from the Human Resources team on request.

All offers of appointment are conditional upon receipt of satisfactory references, medical clearance, verification of qualifications and right to work in the UK, teaching qualification if applicable and, where appropriate, satisfactory Disclosure and Barring Service checks and will be subject to a probationary period of 9 months for all posts.

It is the policy of the College to check that you have certificates for all the qualifications which you have stated that you hold and to provide proof of identity and eligibility to work in the UK. These will be required at the interview stage of the process.

Myerscough College is committed to the safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment, this will be explained at interview.

If you require further information or wish to raise any matters with regard to the appointment process or are unsure how to proceed, please do not hesitate to contact Human Resources team.

Thank you for your interest in employment at the College and good luck with your application.

Director of Human Resources