

Guidance Notes for Applicants

Thank you for your enquiry about a job with The College of North West London. The application form is designed to enable candidates to be assessed for short-listing purposes and to help the College monitor the implementation of its Equal Opportunities Employment Policy. Your completed application form as the only basis for considering your initial suitability for the post. The following notes are designed to help you to complete the application form, and to obtain employment with the College. We recommend very strongly that you read these notes and the information pack before completing your application form. In addition to these guidance notes and the application form, you will find in the enclosed information pack:

Job Description

This describes the duties and responsibilities of the job advertised. You should check that you wish to apply and that you have the skills and experience necessary to undertake the post.

Short-listing Criteria/Person Specification

This sets out the skills, abilities, knowledge, education and experience which are the criteria required to do the job. You will be short-listed solely on the extent to which you demonstrate in your application that you meet the short-listing criteria indicated on the person specification form. The College of North West London is an equal opportunities employer. All candidates must be able to demonstrate their support for the College's commitment to Equal Opportunities.

Background Information and Supplementary Questionnaire

This describes the College and the department/division/section in which the job is situated. If there is a questionnaire attached to the back of the Information Pack, it is essential that you complete this and return it with your application form. Failure to do so may result in your application not being considered.

General Points

1. The form should be completed clearly in black ink or typed. This makes it easier for us to photocopy it clearly. Disabled applicants may submit a taped application using the format of the application form.

This document is available in alternative formats for people with disabilities. Contact: personnel@cnwl.ac.uk.

2. You must complete all sections of the form, even if you enclose a curriculum vitae or career history. If you do not, please note that your application may not be considered. If a section does not apply to you, please mark it N/A.
3. The same application form may be used if you are applying for more than one post. However, no two jobs are the same so, when dealing with Section 2 of the form (abilities, skills, knowledge and experience), you should enclose separate responses based on the short-listing criteria/person specifications for each post applied for. Please indicate on the form that you are applying for more than one post. Make sure that your name and the job title/reference of the relevant post appears at the top of any separate pages.
4. Take note of the closing date quoted, and make certain your application form is sent in plenty of time. All applications must be received by 12 noon on the published closing date. After the published closing date, only applications posted first class and postmarked at least the day before the published closing date will be considered.

The form should be sent to:

The Personnel Division, The College of North West London, Willesden Centre, Dudden Hill Lane, London NW10 2XD

5. We will not be writing to those candidates not selected for interview. Applicants who are selected for interview will be notified within one month of the closing date. If you have not heard within one month from the closing date, please assume that your application has not been successful.
6. Interviews will, as a rule, be held on the date(s) specified and may only be varied in very exceptional circumstances where the College can make other arrangements. Candidates who withdraw or fail to attend their interview without prior agreement cannot be considered.

Applicants can only be short-listed if they demonstrate in their application that they meet the short-listing criteria on the person specification. You must, therefore, complete the application form by clearly stating how you meet the short-listing criteria.

Section 1:**Personal Details - this section must be completed by all applicants****Reference**

One of your referees must be your present employer or if you are seeking your first job after completing training, your college tutor or school head or teacher. If you are unemployed, use your most recent employer. If you have not been employed, or have been out of employment for a considerable period of time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. If you are applying for a teaching post, but are not currently employed as a teacher, we will seek a reference from the educational establishment at which you last taught. References will not be accepted from relatives or from people writing solely in the capacity of friends. References will be taken up before the interview. If you do not want a reference to be taken up until after your interview, please indicate in the appropriate place on the form, if this section is not completed then we will assume it is ok to approach referees. You should note that a request to take up reference after interview only could delay the appointment process.

Section 2:**Abilities, Skills, Knowledge and Experience**

Please note that this section should be completed even if you intend to enclose a curriculum vitae or career history.

The experience section of the application form is very important. This is where you make your case for the job. Rather than repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific example. For example, for "The ability to meet deadlines":

"The reports I prepared on Mondays were discussed at management meetings on Wednesday mornings. These had to be ready even when Monday was a Bank Holiday. In two years working for XYX Company I only missed a report deadline once" is better than,

"I can work to deadlines" because it gives a specific example of a time in your career that you successfully worked to deadlines. Do not forget the skills and experience you have gained outside full time work.

If you have been out of paid employment for a long time, or have never been employed, your job history may be less important than some of the responsibilities and experience you have had more recently. For example, you may have considerable domestic responsibilities or you may organise social or community activities in your spare time, or be active in a trade union.

Remember to write about your understanding, knowledge or experience of equal opportunities which is relevant to the short-listing criteria for this post.

Check the person specification to satisfy yourself that you have fully covered all the criteria for the job.

If you are applying for more than one post, please complete separate section 2 responses for each post applied for making sure it is clear which posts these apply to, and your name and post reference is on each separate page.

Section 3:**Education and Training**

Please give a list of formal and informal education, training, and qualifications. Selection will be based on education, training and qualifications which are essential criteria for a particular post, and which are specified on the person specification. You may be required to produce original certificates at interview. For teaching appointments; all candidates will be required to produce original certificates.

Section 4:**Other Relevant Experience**

If you have been out of paid employment for a period of time, or have never been in paid employment, or have done work in addition to paid employment, you may provide details here. For example, you may have considerable domestic responsibilities and skills, or may organise social or community activities in your spare time, or be active in a trade union. The College recognises transferable skills where these are relevant to the job so do not overlook the value of your unpaid work.

Section 5:**Paid Employment History**

Starting with your current or last employer, please list all of the employers you have worked for; provide the job title, the period you worked for them and a brief description of the duties. This information may be used to assess whether you meet the criteria for the post. Check that the dates are correct and are in order. It is essential that you include all paid employment, whether full time or part time. Please make sure that you explain the main features of each job but do not go into too much detail. Outlining your previous work experience may help you to uncover skills which you have taken for granted and may be a clear sign of your ability to do the job.

Section 6:**Declaration**

Please ensure that you sign the declaration. Please indicate whether you have been dismissed or asked to leave a place of employment. If you indicate "yes" please provide details on a separate sheet. Should it be found that you are on a barred list, or the CRB disclosure indicates that you have been disqualified from working with children/vulnerable adults; the college is obliged to report these facts to the police and/or DFES Children's Safeguarding Operations Unit. Providing false information on an application form is an offence and should it be discovered that you have provided false information on your form, this would be considered serious misconduct which may result in the not being offered employment or dismissal.

Section 7:**Equal Opportunities in Employment Monitoring**

The information in this section will be used to monitor the effectiveness of the College's Equal Opportunities Employment Policy. **Information provided here is not used in the short-listing process and is not shown to the shortlisting/interviewing panel and will not in any way discriminate against your selection.** This information is critical to monitoring, and we would encourage you to complete this section of the form.

Race

Black or Black British	African Caribbean Black Other	Persons born in or whose recent forebears were born in Africa or the Caribbean
Asian or Asian British	Bangladeshi Indian Pakistani Asian Other	Persons born in or whose recent forebears were born in the Indian sub-continent (to include Asians who were born in Africa or the Caribbean, Pakistan or whose recent forebears were born there)
White	British Irish White Other	English, Scottish or Welsh Irish
Chinese or Chinese other Ethnic Group	Any Other Ethnic Group	Persons born in or originating from countries not included in the above categories.
Mixed	White & Black African White & Black Asian White & Black Caribbean Mixed Other	This category can also be used for persons of mixed descent who choose not to classify themselves elsewhere.

Disability

The College wishes to ensure that disabled people are not discriminated against during the recruitment and selection procedures, and that they are treated fairly at work. The College is committed to meeting its legal obligations, to changing badly designed working environments, and to challenging stereotypes about disabled people. By providing the information requested in this section, you will assist the College in overcoming environmental and social discrimination against disabled people.

Disabled applicants who fully meet the essential criteria in the person specification for any posts will be short-listed automatically for interview irrespective of whether performance of the duties and responsibilities will require the assistance of personal or other equipment. Pending further building adaptations some parts of the College are inaccessible to those in wheelchairs. Where reasonably practicable, arrangements will be made for work to be performed in other parts of the buildings.

Equal Opportunities in Recruitment

As part of its commitment to equal opportunities, the College aims to ensure that no job applicant gains an unfair advantage in the recruitment process by virtue of their relationship with existing College staff or members of the Corporation, or by exerting influence over such a person. The College also endeavours to ensure that each candidate is equally briefed with information about the job. The same shortlisting criteria are applied to each candidate, and closing dates are applied equally to all candidates.

Relatives of Members of the Corporation Staff

If you are related to any member of the Corporation or to a holder of any post at the College you must declare it on the application form at Section 8 so that we can make interview arrangements which are appropriate. Deliberate omission to make such a disclosure will disqualify you from consideration for the post, and if the omission were discovered after your appointment to the post you would be liable to dismissal.

Canvassing

Canvassing of members of the corporation and College staff directly or indirectly, shall disqualify you from consideration for the post. Canvassing means attempting to gain unfair advantage by contacting a member or members of the Corporation or College staff to promoting your application in any way.

Permission to Work

The College is required to make checks to ensure that all employees have the right to work in the UK.

Rehabilitation of Offenders Act

If the duties of the post you are applying for gives you access to persons who are disabled or addicted to drugs or alcohol or who are under 18, or over 65, the post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions which for 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 dismissal. Any information given will be completely confidential and only applies in relation to an application for posts to which the Exemptions Order 1975 applies. All posts are considered as exempted employment under the Rehabilitation of Offenders Act. (Exemptions) Order 1975. You are also required to declare to us, on this form, any convictions, cautions or bindovers even if you consider them as spent, if you have no convictions please write 'none' and therefore this section must be completed by all applicants. Candidates are assured that information regarding convictions will not necessarily disqualify them from consideration.

Safeguarding Children and Vulnerable Adults

The College is committed to safeguarding children and promoting the welfare of young people and vulnerable adults and expects all staff to share this commitment. The College undertakes to ensure that its staff are fit to work in a College setting with children and vulnerable adults. It reserves the right to refuse to employ anyone whom it has reasonable belief may pose a risk to its learners.

Criminal Record Checks

As the College of North West London meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Checks may also be made against government department lists of information held by the Department for Education and Employment and the Department of Health, including lists of those considered unsuitable for work with young people or vulnerable adults. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

L99 Checks

L99 is a confidential document maintained by the Department of Education and Skills which contains the names of people whose employment with children or young people has been barred or restricted either on the grounds of misconduct or on medical grounds.

Equal Opportunities Employment Policy

In recognition of its own duties, statutory obligations and aspirations, The College of North West London has declared itself to be an 'Equal Opportunities Employer'. The following policy statement has been agreed by the College, is widely publicised, and is made known to all employees, potential employees and students.

- The College is committed to the ideal of social justice and it aims to provide an environment where all individuals have the opportunity to achieve their full potential with a feeling of self-esteem. In addition, the College accepts that it does not exist in a vacuum. It acknowledges the presence of, and expresses its opposition to, all forms of harassment and inequality in society which results from age, disability, ethnic origin, gender, religious affiliation or sexual orientation. The College also recognises that this influence shall be used to promote equality of Opportunity.
- The College recognises the concept of institutional racism and is committed to the elimination of the root cause of it. Institutional racism is defined as "the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people".
- Passive support for equal opportunities is not enough as inequalities created by discrimination and stereotyping, and other inequalities, affect everyone and challenging them must be the responsibility of all.

This policy applies to all categories of employees regardless of hours worked.

Monitoring

Aspects of the Code of Practice and Equal Opportunities Employment Policy are monitored to ensure that they are effectively applied and you are asked to assist by providing the information required.