

KINGSTON MAURWARD COLLEGE

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

Why it is important to follow these guidance notes.

Kingston Maurward College wishes to ensure that the people it selects for interview are the most suitable for the posts, as advertised. We have a printed application form for this purpose that is also available electronically via the college web site (www.kmc.ac.uk) or by emailing recruitment@kmc.ac.uk. Reading the following notes will assist you in completing the application form correctly.

If the application form is not completed correctly then your application may be rejected.

1. All candidates need to submit a completed application form. Please do not submit Curriculum Vitae (CVs), either alone or as a supporting document. This ensures that all applicants are judged on the same criteria, and that the College adheres to employment legislation with regard to equality, age discrimination etc.
2. The application form should be completed in BLACK INK and either hand written or typed. Electronic copies of the application form are available by email - contact recruitment@kmc.ac.uk or by downloading from the college web site www.kmc.ac.uk. **Please only show your full name on the first page of the form. Pages 1 and 2 of the application form will be detached upon receipt and not seen by the short listing panel.**
3. Each vacancy has a supporting job description with person specification details including essential and desirable criteria. This is designed to reflect the skills and qualifications required to undertake the job. Care needs to be taken when completing the reasons for applying (relevant experience) on page four of the application form showing that you can fulfil each of the criteria listed.

4. Education, Qualifications and Training

Only include those educational or professional qualifications relevant to the post you are applying for. You will be asked to produce evidence (original copies) of these qualifications at interview, if short-listed to attend. You should also include any qualifications you are currently undertaking or studying for but only those relevant to the application.

5. Employment History

In this section you need to show your current or most recent employer, their nature of business, etc. You will also need to include a record of your previous employment starting with the most recent post held first and working backwards in time.

6. Disability

The college welcomes applications from disabled people and will interview disabled applicants who meet the essential criteria of the post applied for. All external applicants will be required to complete a medical questionnaire and may be referred to the Occupational Health advisors (appointed by the college) if appropriate.

7. Relevant Experience

This is an important section of the application form.

Page 4 of the application form requires you to give details of relevant experience and how you are able to explain why your skills, experience and knowledge would make you a suitable candidate for the post. In this section you will need to refer to the job description and person specification provided for the post you are applying. Please note the following:-

Where possible, state how your skills, experience and knowledge match those criteria listed in the job description.

For example, **skills** such as keyboard skills in using word processing/use of IT software packages.

Experience you have gained – this can be either from paid work, voluntary work undertaken, and membership of organisations/bodies. For example dealing with people, communicating with people etc.

You will need to convince the short-listing panel that you meet the criteria required to undertake the post (essential and desirable criteria). This is normally shown within the person specification element of the job description. This should be done, where possible, using practical examples. You may continue on a separate sheet, if necessary, clearly annotating your name and the reference number of the post at the top of the page.

You must explain how you feel that you meet the criteria as detailed in the job description and person specification.

Example

Must be able to demonstrate good IT skills

In my previous job, I was required to write letters and memorandums, this involved using Microsoft word etc...

If you need to provide more information; then continue on a separate attachment sheet, clearly annotating your name and the post reference number at the top of the page.

8. Details of Referees

You need to provide details of **two referees**. If you are currently employed, then you will need to give details of your current employer, preferably your line manager. If you are not currently working, then you should state your most recent

employer or the educational institution that you have recently attended and the name of the head of department or somebody who can provide a reference for you. Employment references must cover a period of at least 12 months. Therefore, more than one employment reference may be required. Your second referee should be a person who can comment on your suitability for the post you are applying for. This cannot be a close member of your family, (i.e. not directly related to you) and must have known you for at least three years.

9. Spent Convictions

As stated on the application form, the post for which you are applying is exempt from Section (4)2 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975. This requires you to reveal any information concerning spent or other convictions, including unspent convictions.

Please also detail any convictions or cautions for offences in any country. Please note that disclosure under this section is not an automatic bar to appointment at the college as each case would be assessed on an individual basis.

10. CRB Disclosure applications

If successful following interview, you will be required to complete an application to the Criminal Records Bureau for an enhanced disclosure.

11. Referees

Referees for short listed candidates will be contacted prior to interview **unless** you have specified that your first referee should NOT BE contacted at this stage. Kingston Maurward College reserves the right to contact any previous employer(s) to verify information given on the application form and also reject applications due to unsatisfactory references. No appeals procedure is available in such cases. All offers of employment are subject to receipt of satisfactory references and following your interview, if you are appointed to the position, your named referees will be contacted.

Internal candidates need only provide details of their current line manager.

12. Equality, Diversity and Race Equality Recruitment Monitoring

The tear off form that is attached to hard copies of the application form, and also comprises the last page of the electronic application form relates to equality, diversity and race equality recruitment monitoring. Details given within this section of the application are detached upon receipt, and not given to the short-listing panel.

Kingston Maurward College, as an equal opportunities employer, monitors their recruitment in terms of equal opportunities and requests that applicants complete this page.

13. Data Protection and your application

Information given and provided on the application form will be held both electronically (within the HR Department's electronic recruitment system) as well as manually within a secure filing system. This is to ensure adherence to the Data Protection Act 1998 and also that college systems and procedures are followed. This also applies to any further information received from the applicant if subsequently appointed to the post following interview.

- 14.** There is no requirement to send copies of CVs or details of qualifications/certificates held by applicants with the application form. Any received will be disregarded and not shown to the short listing panel.

15. Acknowledgement of applications

If you wish to receive acknowledgement of your application, then please include a stamped and addressed post card with your application. Upon receipt this will be returned to you within 3 working days. **Please ensure that the correct postage is paid if returning your application form by post. Any applications received without the correct postal rate being applied will not be honoured by the college.**

If you have not heard from the College within 2 weeks of the closing date, you will have not been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified). In order to assist us in contacting you if you are short listed, please provide a day time telephone number on your application form where you can be reached.