Guidance Notes for Applicants

The Application Form contains two parts for you to complete and return to us, one of which is an equal opportunities monitoring form which will be separated from the application on arrival and used for monitoring purposes only.

These notes will help you complete the application form as effectively as possible, ensuring that your application is treated fairly.

***General points to remember***

1. If you want to apply for more than one position, please submit a separate application form for each job type.
2. The form may be **typed or hand-written** but in the latter case do make sure that it is neat, clear and legible (printed in block capitals) and that you use **black ink.**
3. Use extra sheets if you need to, but please attach them securely.

*If you need this guidance in another format, e.g. Braille, large print, tape, pictogram version please contact the DIS Team.*

**Completing Your Application Form**

Sutton College and Sutton Council are under a duty to protect the public funds they administer, and if you are employed by Sutton College, we may use the information you have provided on your application form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for those purposes.

The application form provides the key information which allows the selection panel to make an informed decision regarding your application. This applies equally to internal candidates.

When we read your application form we look for evidence to show that you have the skills required for the job as outlined in the **Person Specification**. We provide a person specification for each role. This is a list of the skills, knowledge, experience or qualifications, which the job needs. It is important that you give us enough detail, and examples of what you have done, to show that you do have these skills. Please give all the information that you think we may need, as we cannot guess or assume anything about you.

Take time over this and include all the relevant information. You may wish to photocopy the application form to practice on first and then complete the original or you may find it useful to make a rough draft first. Check through the draft to make sure that it is clear and that it covers all the criteria before you complete the actual form. You may find it useful to keep a copy of your form.

It is acceptable for someone to complete the application form on your behalf (for example if your disability means that you cannot do it yourself), but you will need to give them the correct information to write down, sign the declaration and inform us that this is the case.

If any of the questions are not relevant to your experience, or you cannot answer any of them for any reason, either write “n/a” or give a short explanation. A missing answer will not disqualify you from the process.

**You are advised to download and read the Job Description and Person Specification relevant to the role before completing the application form.**

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| *Part 1* | Clearly identify the role you have applied for and your availability. Missing information here can lead to a delay in processing your application. |
| *Part 2* | Complete all of the details asked for. If you have been known by many more names, please use another sheet if you need to. |
| *Part 4* | This is your opportunity to tell us *why you are suitable for the job*. Read the job description and person specification thoroughly so that you are familiar with the duties of the post and the skills, abilities etc. required to perform the duties effectively. **The people reading your application cannot assume that because you have experience you also have the ability to carry out a task.** |
| *Part 5 & 6* | Please list all previous employers you have had, from when you started working until now (whether or not you consider it relevant to the post). If you have not worked before, for instance you are just leaving school; write this clearly in the box. We need you to provide us with your complete employment history, and any gaps of should be explained – for example, caring responsibilities or travel. |
| *We reserve the right to approach any of your previous employers to confirm the information you have given and to obtain references before confirmation of an appointment.* | |
| *Part 7* | We ask for references to cover a full five year history. We will always take references from your current or most recent employer. Please provide the name and email address of the person who is authorised to give the reference. Where your current employer has known you for less than one year please provide a third referee on a separate sheet. Please also give the name and address of another person willing to act as a referee. Suitable referees are people who have had direct, recent experience of the work of the applicant and who are in responsible positions. Referees must be able to comment on your suitability for the post.  For each referee please say how you know the person. For example, is the person your manager, or were they your manager in a previous job? Please don’t give close friends or family members as referees. Personal references (e.g. from neighbours or social acquaintances). |

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| **TOP TIP –**  Choose referees who know you well enough to comment on your skills for the job you are applying for. It is always advisable to make sure that your referees know you have used their names you have used their names before we contact them to obtain the references. Make sure that the people you choose are willing to act as referees before you give us their details. |

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| *If you cannot provide suitable references, please contact the DIS team.* | |
| *We do not use references as part of selection itself. We approach your referees to confirm what you have told us. For example, if you tell us that you have worked in your present job for three years as a care assistant, we would expect your referees to tell us the same.* | |
| *Part 8* | If you are unsure about your status regarding eligibility to work in the UK then you should contact the Home Office.  You must read and sign the declaration. **If someone has completed the form on your behalf, you must still sign the declaration.** A false declaration or omission in support of your application will disqualify you from appointment and, if you are appointed, this may lead to disciplinary action against you.  Don’t forget to tell us if you have attached any additional sheets to your form (not including the Equal Opportunities monitoring form). |

**GENERAL INFORMATION**

**RIGHT TO WORK**

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK at interview. We always need to see original documents.

We will not appoint you until we have seen evidence – usually your national insurance number or a current work permit – that you are eligible to work in this country.

You may have a permit to work in the UK. If there are any restrictions on how long you are entitled to work, please make sure you tell us when you apply for the job. This will not necessarily be a bar to your employment with us, but we must know in advance.

**DATA PROTECTION**

The information on this form will form part of your contract of employment if you are successful and is collected under the lawful basis of processing contracts and will be used for recruitment and other HR, line management or statutory procedures in line with our data protection policy which can be viewed here: <https://www.suttoncollege.ac.uk/college/missions-policies/>

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| **ABOUT OUR RECRUITMENT PROCESS** | |
| ***Short-listing stage*** | Once an advert has closed, all application forms received will go through the short-listing process. At least two members of the interview panel will be involved in creating the shortlist. **Feedback to applicants who are not successful can be provided upon request. However, during peak recruitment times, there may be a delay in panel members getting back to you.** |
| Interview stage | Candidates who are selected will be contacted and invited to attend an interview. At the interview we will ask you questions related to the person specification. |
| Offer stage | After interviews have taken place the successful candidate will be offered the post verbally and this will be confirmed in writing. This initial, conditional, offer will be subject to clearances (see below). Recruitment and selection documentation relating to unsuccessful applicants will be kept on file for 12 months and then destroyed in accordance with the College data protection policy. |

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| If we offer you a job, it will be subject to; | * The receipt of written references which are satisfactory to the appointing officers (if your references do not confirm what you have told us we will want to discuss this with you); * The receipt of police clearance (an enhanced DBS disclosure); * Your fitness for work in the form of an occupational health questionnaire; * The verification of qualifications specified as required for the post; * Your eligibility to work in this country; and * **Satisfactory completion of a probationary period**. |
| Complaints | We want to ensure quality of opportunity in our recruitment and selection. If you think that you have been discriminated against during the selection process because of your race, gender, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, pregnancy/maternity leave and religion or belief you may complain and we will look into your complaint. You must phone the HR Specialist within 72 hours of being rejected after an interview. You must explain why you want to complain. You must also put your complaint into writing. The HR Specialist or his/her representative may want to talk to you and later will confirm the outcome of the investigation |

**OTHER INFORMATION**

We will not judge you on your writing ability or your handwriting. If these skills are necessary for the job we will assess them separately.

You may have already prepared a CV and want to send that instead or answering the statement of suitability. You can send it, but you **must** also complete the statement of suitability as it is unlikely the short-listing panel will be able to find enough evidence in a CV alone.

**THE COMPLETED APPLICATION**

When completed, please read through your application carefully, checking for errors or omissions.

Make sure you have checked the quoted closing date, to ensure that your application is sent to the College in plenty of time. Please ensure you include the equality monitoring form and that the correct postage is paid - as underpaid items are often delayed. **Late forms will not be accepted.**

**Completing your Equal Opportunities monitoring form**

Equality and diversity are central to the work of Sutton College. This means that we treat people with dignity and respect, valuing the diversity of all. We also promote equality of opportunity and diversity by recognising and valuing the differences and individual contribution that people make and by creating an inclusive environment in which everyone can work. We are an equal opportunities employer and welcome applications from all sections of the community.

We regularly check our recruitment and selection to help us ensure that our policies are being carried out. In order to help to help us do this we ask you details about your gender, ethnic origin, sexuality etc. and whether you have a disability.

To see our policies surrounding equal opportunities, please visit our website – www.suttoncollege.ac.uk/jobs.

Any information provided on this Form is treated as ‘sensitive’ data. This form will **not** be used in the selection process itself and the selection panel does not see this section of your form. You cannot be identified after we have collected our statistics. If applying via the online facility, this section will be emailed as a separate document to your application form.