

## **Job Application Process**

*This document provides important information on the Job Application Process at East Riding College. Please read carefully before completing your application form.*

### **The Recruitment Process**

The following guidance is intended to help you make a decision on whether you would like to apply for the vacancy and if so, how to maximise your application and increase your chances of being shortlisted for interview.

### **Job Description and Person Specification**

All posts advertised by the College will have an up-to-date job description and person specification.

The job description describes the main tasks and responsibilities which make up the job. It enables the postholder to know what is required of them, whilst also allowing for a degree of flexibility within their role.

The person specification describes the ideal person to fill the vacancy. It is a profile of the personal skills and characteristics that are required to enable the postholder to fulfil their role. The criteria listed in the person specification will be split into two categories; essential and desirable.

Shortlisting will be based upon the criteria listed in the person specification for the job. You therefore need to ensure that when completing your application form you clearly show how you meet both the essential and desirable criteria on the person specification.

### **The Application Form**

The College's application form must be completed in full according to the instructions below, and those on the form. Failure to comply with this may result in an application being rejected. When completing the application form, please directly relate your qualifications, experience and personal attributes to the person specification for the post. Please do not submit CVs in place or as part of, your application form, as these will not be accepted. If you include an email address in your application, we will acknowledge receipt of your completed application form.

The Supplementary Information section is an important part of your application. It is your opportunity to explain how your experience, skills and training enable you to meet the selection criteria for this particular job. It is important to prove to us that you have the required qualities by giving examples of how you meet the selection criteria outlined in the person specification. Include details of relevant skills acquired outside of employment, i.e. voluntary activities. This evidence may be drawn from any aspect of your life not necessarily just from formal education or employment.

You are required to supply the names and addresses of two referees, the first one should be your current or most recent employer. If you are in or have just completed full time education, one referee should be from your school/college. We reserve the right to request a third reference if the post for which you have applied involves working with children, young people and/or vulnerable adults and you have been employed in a previous post that included such contact (and which you have not included as one of your two referees).

## Shortlisting

This is the initial process of matching applicants against the relevant criteria in the person specification. The shortlisting panel will use the application form to decide who best meets the criteria (including criteria listed as 'desirable'). It is therefore vital that you show on your application form how you meet the criteria.

Section One of the application form (personal details) will not be seen by the Shortlisting panel.

Once the Shortlisting panel has made its final decision Human Resources will write to the successful candidates, **electronically if possible**, inviting them for an interview. If you have not heard from the College within four weeks of the closing date, you should assume that your application has been unsuccessful.

## Interview

In addition to the application form and taking up references, the College utilises other selection methods as part of the selection process, tailored to the nature of the post. Examples of such methods are:

- Presentation to the interview panel
- Micro teach session to a group of learners
- Administrative exercise
- Literacy/numeracy test

Full details of the interview process will be outlined in the letter inviting you to interview.

As our procedure is designed to ensure that all candidates are treated fairly we will only interview on the day determined. If you are unable to attend an interview, it is not possible for the College to re-arrange this. However, we do ask that you let us know if you cannot attend and, should we fail to appoint, we will contact you again to arrange another interview date.

## Monitoring

Information relating to gender, ethnicity, age and disability is collected on all applicants for posts and is used by the Human Resources Department for the purpose of monitoring the College's Recruitment. This information is confidential and does not form part of the selection process. Application forms are retained by the Human Resources Department for a minimum of 6 months, after which they will be destroyed.

## Asylum and Immigration Act 1996 and the Immigration, Asylum and Nationality Act 2006.

This Act makes it a criminal offence to take on new staff that do not have the right to work in the UK. To meet with the requirements of the Act, all shortlisted candidates will be asked to produce documentary evidence of their legal right to work in the UK at their interview. Further details of acceptable documentary proof will be sent out to shortlisted candidates.

## Worker Registration Scheme

The Worker Registration Scheme was introduced in 2004 when new countries joined the European Union. It enables the Government to monitor where citizens of those countries (except Malta and Cyprus) are coming into the UK labour market, the type of work they are doing, and the impact this has on our economy.

For further guidance please visit the UK Border Agency website; [www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs/](http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs/).

## **Disclosure and Barring Service (DBS) Information**

The post you have applied for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. 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 or disciplinary action by the College.

Any information given will be completely confidential and will be considered only in relation to an application for posts to which the order applies.

DBS information is dealt with in accordance with the Disclosure and Barring Service Code of Practice, a copy of which can be supplied on request.

**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all our staff to share this commitment.**