

# **Guidance Notes for Applicants on the Recruitment Process**

Thank you for your interest in applying to work for Grantham College. Please take the time to read the following information as it provides guidance on how to complete the application form, with general information on the recruitment process, and will further improve your chances of being selected for interview.

# **Completing the application form**

* The application form plays a vital role in the selection process and will be a deciding factor in whether you are short-listed and asked to attend interview. We therefore strongly recommend that to give yourself the best chance of being shortlisted for interview you complete all sections of the application form fully and accurately based on the information we have given you about the job.
* You must ensure that you complete and submit your application form by the closing date. Applications received after the closing date will not normally be accepted. If you feel that you require an extension this will only be considered on the grounds of disability. In this circumstance you must contact us to make arrangements prior to the closing date.
* The “Present/Most Recent Employment” section should provide full details of your employment history, starting with the most recent. It is essential all employment dates are recorded. It is also very important that you fully explain any gaps in your employment record. Under no circumstance should a period of employment be omitted. Please include full and frank reasons for leaving any previous employment.
* The “Supporting Information” section is the most important section of the form. This is your opportunity to promote yourself and convince the selection panel that you have the skills, knowledge and experience required to perform well in the job. We recommend that prior to completing this section you read through the job description and person specification once more and decide how your own skills, knowledge and experience match this information. As a minimum you must demonstrate that you meet the essential requirements of the person specification in order to be short-listed for interview. You should clearly demonstrate how your skills, experience and knowledge match the job you are applying for, using examples where possible. The recruiting manager will refer to the person specification to assist them in deciding who to short-list for interview, against the criteria set.
* The “References” section should provide full contact details of two people whom we can approach to obtain references. References should be provided for your current or most recent employer. If this is your first job (School/College/University leaver) one reference should be provided by your tutor. If you have been unemployed for a period you may provide contact details of an individual who can comment on your ability to do the job you are applying for. This individual must not be a friend or family member. If you are successful at interview stage, your appointment will be subject to receipt of two satisfactory references.
* The College is committed to equal opportunities in employment to ensure that applicants for the post do not receive less favourable treatment and are not placed at a disadvantage by imposing conditions or requirements that cannot be justified. As part of the recruitment process all applicants are asked to complete the equal opportunities monitoring form. The information in this section is not used to decide whether or not you should be invited to interview but only to monitor our equal opportunities policy. This form will therefore be removed prior to shortlisting and will be held for statistical purposes only. The College welcomes applications from all candidates.
* Applicants must complete the “Work Permit” section. In accordance with the Asylum and Immigration Act 1995 and the more recent changes to the Immigration, Asylum and Nationality Act 2006, the College’s recruitment process requires that all staff employed have the right to work in the UK. The Government has a dedicated webpage for checking an applicant’s right to work [Checking a job applicant's right to work - GOV.UK (www.gov.uk)](https://www.gov.uk/check-job-applicant-right-to-work).
* The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. If you are successful at interview stage, your appointment will be subject to a satisfactory disclosure being obtained from the Disclosure and Barring Service (DBS). Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence.
* The College has a policy on the recruitment of ex-offenders which is available to all applicants.

# **What happens next after the closing date**

* All applications will be forwarded to the “Recruiting Manager” who is responsible for the recruitment of the post. The “Recruiting Manager” along with the panel will consider the applications and select candidates for interview. This is achieved by comparing the completed application form against the person specification.
* If you are short-listed for interview, we will contact you to provide the interview arrangements.
* Unfortunately, due to limited resources, we are unable to acknowledge applications and will only be in contact again if we wish to pursue your application further. If you have not heard from us within approximately four weeks from the closing date, please assume that on this occasion you have been unsuccessful.

**A final word**

We hope that you have found these guidelines useful and we look forward to receiving your completed application in due course. If you have any general recruitment queries or comments on the process, please email: hrapplications@grantham.ac.uk.

If you have a specific query about the post you are applying for please contact the Human Resources department as detailed in the advertisement.