

## Job Application Guidance Notes

Please read through the guidance notes carefully as they have been written to help you make the most of your application form. The decision to shortlist will be based on the information you provide on this application form. Should you have any queries please contact, the HR Department at [recruitment@morleycollege.ac.uk](mailto:recruitment@morleycollege.ac.uk)

The form should be either typed or completed in black ink.

Read through each section of the application form before you begin. You may find it useful to complete the form in pencil first or photocopy it and complete a draft version.

**Section 1** – You should ensure that all sections are completed in full and provide any information regarding assistance at interview. If you have completed this part of the section and are shortlisted, you will be contacted by a member of the HR Department prior to interview.

**Section 2** – All offers of employment are subject to receipt of satisfactory references. It is therefore important that you complete this section in order to avoid any delays in the appointment process. It may be the case that references are taken up prior to an offer being made, you should clearly indicate, in the space provided, if you have any objection to this. Referees should be current or recent employers or if you have recently left education, a member of staff from your last School/College/University.

**Section 3** – List in chronological order details of the schools, colleges, universities you have attended, qualifications gained and the year in which they were obtained. You will be required to produce certificates on the day of interview. There is also a section in which you may provide details of any other relevant training and skills you have. Please be sure to include anything relevant to the job. Those candidates applying for teaching vacancies should ensure that they complete the relevant section; ‘For Teaching Posts Only’.

**Section 4** – You should list all employment, either in this country or abroad; paid or voluntary. Starting with the most recent first giving details of the jobs you have held and accounting for any gaps in employment. You should ensure all dates are correct and in the right order.

**Section 5** – When completing this section please refer to the person specification detailed in the job description.

You must address each specification separately, giving examples that will demonstrate your competence to the selection panel. You can use examples more than once if they apply to more than one criterion. Give thought to previous or other responsibilities which may assist you to uncover skills which you may have taken for granted. Do not forget the skills and experience gained outside full-time work. If you have been out of work for a long period, or have never been employed, your responsibilities may be just as important. For example, you may have considerable domestic responsibilities or you may organise social or community activities in your spare time.

Please use A4 continuation sheets if necessary (up to a maximum of 2). Any continuation sheets should be clearly marked with your name, post applied for, job reference number

and with the relevant person specification number (s). Please do not staple any additional sheets but attach them with a paper clip.

**Section 6** – Be sure to provide details of any sickness absence periods during the last 12 months and to provide as much information as possible regarding disability, where applicable, to ensure any requirements are adequately met.

**Section 7** – Candidates who are successful in their application may be required to undergo a disclosure check under the Criminal Records Bureau, where relevant to the post. This will be in accordance with the Exceptions Order of the Rehabilitation of Offenders Act (1974).

A criminal record will not necessarily prevent you from being employed. All applicants will be treated fairly, and any decision will depend on the nature of the position and the circumstances and background of the offence (s).

**Section 8** – It is important that you sign and date your application form before submitting it. Please note that Morley College's normal retirement age is 65.

**Section 9** – To ensure that our Equality Policy is effective; all applicants are asked to complete this section. This will be treated as confidential and will not be seen by the selection panel.

When completed, you should read through the application form carefully, checking for errors or omissions. Be sure that the application form is returned by the closing date; late applications will not be considered (located at the back of the job description and in the advert).

When you have submitted your application form, only short-listed candidates will be contacted, if you have not heard from us within four weeks of the closing date, please assume that your application was not successful.

Morley College operates a policy whereby any unsuccessful applications will be destroyed after 6 months.