



## **Guidance Notes**

Please read these notes carefully. They have been written to help you make the best of your application. The decision to shortlist you for interview will be based solely on the information you provide in your statement and on the application form. CV's do not meet our requirements and will not be considered.

The statement and application form should be completed in **black** ink or typed for photocopying purposes.

## **Statement**

The enclosed information relating to the post includes a person specification. The criteria within the person specification describe the essential skills, ability, experience and qualifications which you will need in order to carry out all of the duties of the post. Your statement is very important. It is your opportunity to demonstrate that you have these skills. Use the person specification criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.

## **Application Form**

Read through each section of the application form carefully. Fill in your personal details fully and legibly.

## **Authorisation to Work in UK (Asylum & Immigration Act 1996)**

In order for the College to comply with the Asylum & Immigration Act 1996, you will be asked to supply evidence of your eligibility to live and work in the UK (this is normally your national insurance number). If you do not have a national insurance number we will ask you to provide proof that you are allowed to work in the UK e.g. visa, work permit, EU passport.

## **Disability Discrimination Act 1995**

BHASVIC is committed to the principles contained within its Equality and Diversity Policy and welcomes applications from people with disabilities.

The Disability Discrimination Act makes it unlawful to discriminate against disabled people in the provision of jobs, services and property. Disability is defined by the Act as a **physical or mental impairment** which has a **substantial** and **long term (lasting or expected to last for at least 12 months) adverse effect** on the ability to carry out **normal day-to-day activities**. You must satisfy these **four** main conditions in order to be covered by the DDA.

## **Education and Qualifications**

Please be prepared to provide documentary evidence e.g. your certificate(s) of all qualifications if required.

## **Present/Previous employment**

Give details of your present or most recent employer and then give details of employment history (paid or unpaid) in date order (the most recent first). Employment dates should be continuous. If you have had any gaps in employment, please briefly explain why e.g. unemployment, career break, travelling, university/college.

## **References**

Please give full details and addresses of two referees not related to you. One referee must be your present/most recent employer. Both should be a manager with direct responsibility for you who has knowledge of your work. Personal references are not acceptable. If you have not previously been employed or have completed a professional qualification, a reference from someone in education will be acceptable.

## **Health**

The successful candidate will be required to complete a medical questionnaire.

## **Disclosure of Criminal Background**

All the posts at the College are exempt from the Rehabilitation of Offenders Act 1974 because all employees have some contact with the students, therefore you must declare all convictions, spent and unspent and any cautions or bindovers. You should note that if you fail to disclose any unspent or spent convictions then this may result of any offer of employment being withdrawn or your dismissal if already appointed. If appointed a criminal check will be done via the Criminal Records Bureau. This is also known as a Disclosure check. An offer of employment will not be confirmed unless this check is satisfactory to the College. The information you give will be treated in the strictest of confidence and will not necessarily debar you for consideration for this appointment.

For more information on the disclosure process please go to [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

## **Declaration of Interest**

We ask this question on the application form to make sure that someone with whom you may have a contractual relationship, or is a relative is not involved in the selection process. Canvassing of governors or BHASVIC staff in relation to this appointment will disqualify your application.

## **Data Protection Statement**

BHASVIC is a Data controller for the purposes of the Data Protection Act 1998. This means that it is responsible for making decisions about how your personal data will be processed and how it may be used.

The information in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a selection panel made up of members of staff. If you accept a post within BHASVIC, your personal information will be held for purposes relating to your contract of employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will be destroyed after six months.