

## Completing the Application Form -- Guidance Notes for Applicants

The application form is an essential part of BHASVIC's recruitment process. The information you are asked to provide on the form is used to decide whether or not you are shortlisted for interview. It is also used in the interview itself.

The Job Details for the post include a job description that outlines the main duties of the post and a person specification which sets out the essential criteria for the post. Please read both of them carefully before completing the application form. Remember that the application form together with your supporting statement and covering letter will be the only information we use to shortlist candidates. CV's do not meet our requirements and will not be considered.

The recruitment process at BHASVIC is in accordance with the Safeguarding Children and Safer Recruitment in Education guidance (DfES document dated January 2007). If you would like further information please check the teachernet website at [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

### In summary:

- fill in all the sections of the form as fully as possible
- read the job description and person specification carefully
- keep a copy of your application form and statement for your own records
- do not send a CV

## Completing the Application Form

### 1. Personal Details

- ISA registration (Independent Safeguarding Authority) – this is on hold subject to a government review.
- Your date of birth is required in order to validate your identity in accordance with the guidance on Safer Recruitment in Education.
- If you hold a temporary National Insurance (NI) number, BHASVIC will require you to obtain a permanent National Insurance number if you are successful at interview. You should apply for a permanent number through your local Job Centre Plus office, Job Centre or Social Security Office (visit [www.jobcentreplus.com](http://www.jobcentreplus.com)) for the address and contact number of your nearest office.
- **Authorisation to Work in the UK (Immigration, Asylum and Nationality Act 2006)**  
In order for the College to comply with the Immigration, Asylum & Nationality Act 2006, you will be asked to confirm on the application form that you are able to supply evidence of your eligibility to live and work in the UK. This could be a passport showing that you are a British Citizen, a resident permit issued by the Border and Immigration Agency as a national from a European Economic Area country (or Switzerland), or a permanent National Insurance number with supporting documentation (i.e. a full birth certificate). If you are invited to interview you will be required to bring this evidence with you. Please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for further information, or contact your nearest visa bureau office.

## 2. Present or most recent employment

- It is important that we have full details of your present or most recent employment including a description of the responsibilities of the job. Any gaps in your employment (other than to study or do voluntary work which are covered elsewhere on the form) must be explained and details given.

## 3. Previous employment history

- Please include all jobs whether full time, part time, temporary or any periods of self employment.
- Employment dates should be continuous. Once again if you have had any gaps in employment then these must be explained and details given; e.g. career break, caring for children, unemployment, etc.

## 4. Other experience (paid or voluntary)

- If you have had other experience then it is important that you provide details including dates.

## 5. Secondary, Further and Higher Education

- This section provides information about your qualifications. It is particularly important if there are qualifications which are part of the essential criteria for the job. Qualifications will only be taken into account if they are strictly required for the job.
- If you have gained qualifications overseas which you feel are relevant, please give us the details and we will check (if we need to) whether or not they are valid.
- If you are invited for interview you will be asked to produce proof of any relevant qualification(s) e.g. your certificate(s).

## 6. Continuing Professional Development

- This section provides information about any learning or development activities you have undertaken in the last 3 years.

## 7. Membership of Professional Institutions

- If you are invited to interview you will also be asked to produce proof of membership of a professional body, if it is a requirement of the post.

## 8. References

- You must give details of **two** referees who can give us an assessment of your suitability for the post. Personal references are not acceptable.
- If currently employed, one of your referees **must** be your current employer.
- If currently unemployed, one of your referees **must** be your most recent employer.
- If you are at school, college or university or have recently left, please give the name of your teacher/lecturer/course tutor.
- If you already work for BHASVIC or have previously worked for us we will automatically seek internal references.

- References are normally taken up before interview. Please note that all job offers are subject to the receipt of two references which are satisfactory to the College.

#### **9. Disclosure of Criminal Convictions (Rehabilitation of Offenders Act 1974)**

- All posts at the College are exempt from the Rehabilitation of Offenders Act 1974. This is because all our posts involve working with children. Therefore you must declare all convictions - spent and unspent - and any cautions or bindovers. Please see our policy on Recruitment of Ex-offenders (available on BHASVIC website under staff vacancies).
- You should note that if you fail to disclose any 'unspent' or 'spent' convictions, then this may result in any offer of employment being withdrawn or your dismissal, if already appointed.
- If you are invited for interview you will be required to provide us with proof of your identity eg passport or driving licence (with photo).
- If appointed, a criminal record check will be carried out via the Criminal Records Bureau (CRB) - this is also known as a disclosure check. An offer of employment will not be confirmed unless this check is satisfactory to the College.

#### **10. Declaration of Interest**

- We ask this question to ensure that friends, relatives and partners of candidates are not involved in the selection process.
- Canvassing of Governors, or a member of staff in relation to this appointment will disqualify your application.

#### **11. Declaration**

- We ask you to confirm that the information you have provided is accurate.
- We ask you to permit the College to carry out a CRB check and to check and monitor your ISA registration status.
- We ask you to permit the use of the personal data you have provided for purposes related your employment.

Please note that all job offers are subject to the following:

- Satisfactory health clearance
- Two satisfactory references, one must be your current or most recent employer
- A CRB disclosure
- Evidence of authorisation to work in the UK