



Guidance Notes for Applicants

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on www.education.gov.uk/childrenandyoungpeople/safeguardingchildren

Completing the job application

Please complete Parts 1 and 2 of the application. Part 1 will be separated and only Part 2 (Application form, Personal statement & Cover letter) will be used in the shortlisting process.

Please note the following in PART 2 of the job application. The application form is an essential part of BHASVIC's recruitment process. The information you are asked to provide is used, together with your statement, to decide whether or not you are shortlisted for interview. It is also used during the interview itself.

Please use only your initials for all the documents in PART 2, including your personal statement and cover letter, submitted to the shortlisting panel. Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use 'Z' between the first letter of your name and surname (i.e. LZO for Linda Owen).

The job description outlines the main duties of the post and the person specification sets out the essential and desirable criteria for the post. Please read both of them carefully before completing the application form. CVs submitted alone without a completed application form and statement do not meet our requirements and will not be considered.

In summary:

- fill in all the sections of the form as fully as possible
- read the job description and person specification carefully
- Use your initials for all the documents submitted to the shortlisting panel.
- keep a copy of your application form and statement for your own records
- do not send a CV

PART 1

1. Personal Details

- Your date of birth is required in order to validate your identity in accordance with the guidance on Safer Recruitment in Education.
- BHASVIC will require you to have a permanent National Insurance number if you are successful at interview. Please go to www.gov.uk/national-insurance-number for further information.
- 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 go to www.ukba.homeoffice.gov.uk for further information.



2. 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 (unless you specify on the application form that you do not wish your referees to be approached prior to interview). Please note that all job offers are subject to the receipt of two references which are satisfactory to the College.

3. Disclosure of Criminal Convictions

- If you are invited for interview you will be required to provide us with proof of your identity e.g. passport or driving licence (with photo).
- We ask that you complete our Criminal background Self-disclosure Form (if applicable) and bring the form with you if you are invited to interview. More details can be found on the form itself.
- If appointed, an enhanced criminal record check will be carried out via the Disclosure and Barring Service (DBS). An offer of employment will not be confirmed unless this check is satisfactory to the College. For further information please visit their website <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- There are certain criminal convictions which will never be filtered from a criminal record check. A list of these can be found at www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

4. 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.

5. 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 DBS check.
- 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 DBS disclosure
 - Evidence of authorisation to work in the UK

Data Protection

- The College is fully compliant with current Data Protection regulation and our Data Protection Policy (and other related policies) are all available on our website. If you are appointed you will be issued with a privacy notice for staff which details the data we will hold about you, how we store it and what we do with it. If you are unsuccessful we will keep your personal data for 6 months after the interview date and then we will securely dispose of it. Full details of our data retention periods are also on our website in our Data Retention policy. If you require any further information, or wish us to delete your data sooner then please contact our Data Protection officer on 01273 552200 or dpo@bhasvic.ac.uk



6. Recruitment monitoring form

To enable us to meet our monitoring requirements, please complete sections 1 to 6. This information will not be included in the selection process.

Confidentiality – who has access to the monitoring information gathered?

Information provided on this form is kept strictly confidential at all times, with restricted access in our HR department. Once the data is recorded the form is destroyed and the information is then used for monitoring purposes only; it will not identify individuals and will be in statistical format.

What happens to the monitoring information gathered?

The information is used for monitoring our recruitment and selection process. This ensures that all applicants are treated fairly and appointed solely on their suitability for the post. If you are appointed, the information will be transferred on to your computerised personal record and the form destroyed. If you are not appointed the information will be included in our statistical data and your form will be destroyed.

Why does the College monitor its recruitment process?

BHASVIC is committed to the principles within our Equality, Diversity and Inclusivity Policy. The aim of these policies is to ensure that the College's employment practices and procedures do not allow unfair discrimination. As part of this commitment we also have a specific duty to monitor the recruitment and selection process.

Ethnicity

The categories of ethnic origin reflect those chosen by the Office for National Statistics (for the) 2011 UK population census.

PART 2

Please use only your initials for all the documents in PART 2, including your personal statement and cover letter, submitted to the shortlisting panel. Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use 'Z' between the first letter of your name and surname (i.e. LZ0 for Linda Owen).

1. Application form

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.

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.

Other experience (paid or voluntary)

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

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).

Continuing Professional Development

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

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.

2. Personal statement

Please write a detailed statement outlining how you meet each of the criteria in the person specification (see Job details). **Use the 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.

3. Cover letter

Please write a covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed.

*** If you wish to apply as a job share, you will need to know and have sourced your job share partner; the college is not able to find job share partners for applicants. You can find more details about this under the 'how to apply' section in the Job Details.*