



Hackney Community College application form

Guidance notes



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Application form guidance notes

Hackney Community College is committed to providing an education service that implements best practice in equality and diversity, which encourages productive working and learning for all. We seek to ensure the participation of all sections of the community in pursuit of the goal of lifetime learning. We will actively promote education and training opportunities that redress inequalities in society, value diversity and raise the aspirations and achievement of all students and staff.

Please read these notes carefully as they have been written to help you make the best of your application. You are advised to read through your completed application form carefully, checking for errors or omissions. Check the closing date and time and make sure that your application form is returned by the deadline.

Unfortunately, applications received after the closing date and time will not be considered.

We advise that you read through the entire job description and person specification for the job which you are applying for before you begin writing. Make a copy of the application form and practice filling in the various sections before you put together your final application.

The decision to shortlist you for interview will be based solely on the information you provide on the application form. Always complete your form in black ink or type. It is a good idea to keep a photocopy of your completed application form before returning it to the Human Resources Department.

Due to the volume of applications received, it is not possible to contact unsuccessful candidates at this stage.

If you have not heard back from us within six weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

1. Personal details

Please ensure that you supply all of your contact details.

2. Current status

It is important that you confirm your status if you are already working at the College or have previously worked at the College. To avoid any potential conflicts of interests, you are also required to declare any past or present relationships with members of staff or students (e.g. related to, friends with etc).

This will assist us in ensuring fairness and consistency throughout the recruitment process.

3. Disability

The College has the two tick's disability symbol. As such, any candidates who meet the minimum criteria will be guaranteed an interview.

If you require assistance in order to attend an interview please give brief details on the application form.

4. Eligibility to work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence for employers to employ people without the relevant authorisation by the UK Border and Immigration Service.

You must present the relevant documentation which confirms your eligibility to work in the UK. You will be required to produce the original documents if you are offered a position. For queries regarding immigration, please contact the Home Office, UK border and immigration service <http://www.bia.homeoffice.gov.uk>

5. Employment history

This section should detail your present employment or most recent employment if currently unemployed. You must detail any gaps in your employment history including an explanation where necessary e.g. any periods of unemployment, travelling, career breaks, parenting breaks, etc.

Please start with your present or most recent employment. It is essential that you also include all relevant work experience including part-time work or work undertaken on a voluntary basis in this section, starting with your most recent experience.

6. Education, training and professional qualifications

You are required to give details of your education from the age of 16. If you cannot remember the grades, you can reply with 'pass' where appropriate. If an offer of employment is made, you may need to supply evidence of all relevant qualifications.

If you are successful in your application, it is advisable that you do not terminate your present employment before receiving a definitive letter of appointment.

7. Relevant training courses

In this section you should detail any relevant training courses, including the provider and the date of the training.

8. Membership of professional institutions

Please include any details of any relevant membership(s) of any professional bodies.

9. Hourly paid lecturers

You should complete this section if you are applying for an hourly paid lecturer position. Please state the hours which you are available for work.

10. Supporting statement

This is where you tell us why you are suitable for the post. Good applications give an overview of the relevant experience and knowledge.

This section is for you to demonstrate your experiences within your career history.

We do not accept CVs. Incomplete application forms will not be considered. Only information provided in the application form will be used to shortlist you.

Your supporting statement must address all points listed in the Person Specification, giving examples of your knowledge, skills and experience. You should demonstrate your suitability and motivation for working with children or vulnerable groups.

You may add separate sheets of paper if necessary; these should be marked with your name and post reference number. Please do not add more than two additional sheets of paper.

11. References

These references should be your two most recent employers – or one if you are an existing Hackney Community College staff / applying for redeployment. If we consider that it would be more appropriate or suitable in terms of length of employment or type of employment we may seek a reference from another previous employer.

We do not accept personal or character references. If you have never been employed before, please provide a referee from a course tutor/teacher or Head of year/school.

We will seek confirmation, if appropriate, of your suitability to work with children, young adults and vulnerable groups. We may ask for references before the interview takes place, but only with your agreement. We will always ask for a reference before appointment. Any offer of employment will be subject to satisfactory references and pre-employment checks.

If you are an internal candidate, one of the references requested may be from your line manager within the College.

12. Criminal Records Bureau checks and rehabilitation of offenders.

The College is committed to safeguarding young people and vulnerable adults and undertakes the relevant level of Criminal Records Bureau checks (CRB) for all posts within the College.

Our recruitment procedures are designed to deter, reject or identify people who are unsuitable to work with children and other vulnerable groups, in order to create a safe environment for these groups.

Jobs within the College that involve regular contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974 . You must therefore declare any convictions, cautions, reprimands, warnings or bind-overs, including any that would be regarded as spent under the Rehabilitation of Offenders Act in other circumstances. Failure to declare any of the above may result in the withdrawal of a job offer or disciplinary action and subsequent dismissal from the College's employment if you are appointed.

Candidates who have lived outside of the UK may be subject to additional checks where an enhanced CRB disclosure is not deemed sufficient to establish suitability to work with children.

For advice in relation to the rehabilitation of offenders act you can contact the following organisations:

NACRO www.nacro.org.uk

ACAS www.acas.org.uk

CIPD www.cipd.co.uk

13. Equalities data

The College is committed to improving the employment opportunities for people from all sections of the community. This is not compulsory, but we do ask that all candidates complete the monitoring information.

This will enable the College to monitor the effectiveness of its recruitment practices, to ensure that we are attracting and appointing candidates from all sections of the community. This part of the form will be detached prior to short listing and will not be seen by the short listing panel. The information will be logged by the Human Resources department in accordance with the Data Protection Act 1998.

14. Other useful information

We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope you will feel that you have been treated fairly and helpfully even if you are not appointed. If you want to discuss why you have not been successful, please contact the Human Resources Advisor in the first instance who will be pleased to arrange for you to be given feedback - please contact recruitment@hackney.ac.uk.

Child and vulnerable adult protection policy

We are committed to safeguarding the welfare and safety of children and other vulnerable groups in the College.

No smoking

The College operates a no-smoking policy and smoking is forbidden on any part of the College grounds.

Interview expenses

The College will meet reasonable expenses incurred by candidates asked to attend an interview. The fares reimbursed will normally be second class rail fare, mileage, etc. You will need to submit an expenses claim and your receipts.

With prior agreement, in exceptional circumstances if overnight accommodation is required, the College may consider contributing to the cost.

Workforce assessment and training

The College is committed to improving the skills of its workforce and workforce development. The recruitment process will include an assessment of key and basic skills of new recruits at all levels. The College will provide training for those who are identified as needing support to increase their skill levels. This training aims to increase the skill levels to a minimum of level 2 for all staff and to attain a level above that which they are currently teaching.

Probationary period

The appointment is subject to a probationary period. The duration is dependent on the type of post. Details of the probation will be made available at the point of a job offer.

Working hours

You will be expected to work such hours that as are reasonably necessary for the proper performance of your duties and responsibilities. The working hours will be confirmed by Human Resources and the hiring manager at the point of a job offer.

Salary

Salary is payable monthly in arrears by BACS direct credit transfer.

Sickness

If you are absent from work due to sickness or injury, you will be eligible to receive sick pay in accordance with the Corporation's Sickness Policy and Procedures.

Benefits of working for the College

You will be entitled to receive your normal remuneration for all Banks and Public Holidays normally observed in England and Wales.

In addition, we have generous annual leave entitlements. Exact entitlements will be confirmed upon appointment.

As well as subsidised leisure facilities, café and restaurant facilities, employee assistance programme (ICAS), contributory pension scheme (LGPS) and (TPS), we also offer continuous professional development and non-contributory healthcare scheme, which staff automatically join unless you confirm in writing that you do not wish to.



Hackney Community College

Falkirk Street

London

N1 6HQ

Tel: +44 (0)20 7613 9074

Email: recruitment@hackney.ac.uk



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