

Application Guidelines

Application Form

Your application is an important part of the selection process and will be a deciding factor in whether you are short listed. It is therefore essential that you complete the form accurately, with as much relevant information as possible. These guidelines are provided to help you complete the form and to also advise you of the next stages in the recruitment process.

The Person Specification outlines the skills and experience necessary to carry out the position and will be used by the Selection Panel as a basis for short listing, so when completing your application please state clearly how you meet the required criteria.

Equal Opportunities

The College is an Equal Opportunities employer and in order to assist us in monitoring the effectiveness of our Equal Opportunities Policy we respectfully ask you to complete the separate Equal Opportunities Monitoring Form and return it with your application form. The information collected is purely for reporting purposes and will not be used as part of the selection process.

Disability

If you have a disability, please do not state this fact on the application form, but instead record these details on the Equal Opportunities Monitoring form. A disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out day-to-day activities. If you believe there are any changes or adjustments to the interview/assessment, job, conditions, environment or hours which you may find beneficial or you require the College to provide training or special equipment, or other arrangements with regard to your disability and your application for the job, please specify on the Equal Opportunities Monitoring Form. As a Two Ticks and a Mindful Employer, it is the College's policy to give disabled applicants a full and fair consideration. Only Human Resources staff will have access to the Equal Opportunities Monitoring Form.

Convictions

As part of our Safeguarding Strategy, you will be required to undergo an enhanced Criminal Records Check (CRB) under the Rehabilitation of Offenders Act 1974. This position is also subject to Independent Safeguarding Authority (ISA) regulations.

If you have been convicted of a criminal offence, this offence may now be "spent" and treated as if it had never occurred. In the case of jobs involving children, however, you must still declare these convictions. In order to check that you must declare spent convictions you can seek advice from a solicitor, Citizens Advice Bureau, Probation Officer or another suitably qualified person. All "non spent" convictions must be declared.

Failure to declare a "spent" conviction for a post requiring this would be considered deception and the College shall be entitled to terminate your employment without notice.

Evidence of eligibility to work in the UK

In accordance with the requirements of the immigration, Asylum and Nationality Act 2006, if you are appointed to a position at the College you will be required to produce evidence of your eligibility to work in the UK.

After Completing the Form

When you have fully completed the Application Form and Equal Opportunities Monitoring Form, please return them to **Alison Wayman, Head of HR, Human Resources Department, Bletchley Campus, Sherwood Drive, Bletchley, MK3 6DR** or by our preferred method which is e-mail to alison.wayman@mkcollege.ac.uk by midday on Tuesday 14th September 2010. All posts are subject to satisfactory references, occupational health and CRB clearance. If you are successful, you will be required to provide information on your health, via an Occupational Health Questionnaire, to assess your suitability for the post. This is not part of the application process.

Data Protection Act 1998

The information you provide on this application form will be used to consider your suitability for employment with the College. The information you provide in the equal opportunities monitoring section will be used purely for monitoring purposes only.

What happens next?

Once the deadline for applications has passed (midday on Tuesday 14th September 2010) the Selection Panel will produce a short list of candidates who will be invited to attend the assessment day on Thursday 30th September 2010. This selection will be made using the criteria in the person specification that has been provided.

If you are invited to attend the assessment day we will contact you to provide further details. If you are not invited to the assessment day you will be notified in writing shortly after the closing date of the 14th September 2010.

Attending the Assessment Day

- Specific details of the assessment day will be provided to you.
- We fully recognise that this is a two way process and that you will want to feel comfortable that your personal values will mix easily with the culture and way of working at Milton Keynes College.
- During your assessment (and any formal interview) you will be asked questions that provide you with the opportunity to show how your skills, experience and personality match the criteria, job description and person specification.
- You will meet a range of people during the day, which we hope will provide you with a greater insight into the workings and values of the College. In turn they will be invited to share controlled feedback on you with the selection panel.
- You will be required to bring evidence to the interview to show that you are legally entitled to live and work in the United Kingdom e.g. British birth certificate, British passport or other passport with the relevant Visas enclosed.

Attending the Interview

Following the assessment day, you may be invited to an interview on Monday 4th October 2010.

Further Information

Please note that it is not our policy to reimburse candidates' interview expenses but you will be provided with refreshments and lunch during the day.

For further information or conversations regarding this position, please contact Alison Wayman, Head of Human Resources on 01908 637020.