

Application Form Guidance Notes



Thank you for your interest in joining City College Coventry. These guidance notes have been written to help you complete the application form as fully as possible.

Completing the Form

The application form may be downloaded and completed electronically and our preference is that it is emailed back to our recruitment email recruitment@covcollege.ac.uk. Please ensure you tell us the job title and reference number of the post for which you are applying.

Personal Details

We will require this information to contact you should you be short listed for interview so please complete this as fully as possible highlighting which is your preferred means of contact eg phone or email.

References

You should give the name, occupation and addresses of two people who will provide a reference for you. Your referees should include your present or most recent employer. If you have not yet been employed then your referee may be someone who taught you at school or college.

Referees should be able to comment authoritatively on your work, education, skills and abilities and must not be related to you.

It is standard practice to obtain confidential references for all short listed candidates prior to interview. Should you prefer us not to contact your present employer prior to interview then please tick the 'no' box.

Criminal Record Disclosure

Because of the nature of City College Coventry's work, any member of staff may come in to contact with children under the age of 18 or vulnerable adults. Therefore, the post for which you have applied is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Consequently, you are not entitled to withhold information about convictions which for other purposes are 'spent' and in the event of your employment any failure to disclose such convictions may result in dismissal.

If you have any convictions then please provide details, this information will be treated as confidential and will not necessarily preclude you from employment.

Qualifications Obtained at School

Please let us know the qualifications you gained at school, the year you gained them, the grade and the level of qualification e.g. GCSE, O'Level, NVQ.

University/Further Education

Please let us know the name and dates of any higher or further educational establishments you have attended along with details of qualifications and grades obtained.

Other Job Related Training

Tell us about any job related training courses you have attended.

Membership of Professional Bodies

If you are a member of any professional body then please let us know and remember to include your membership status e.g. associate, graduate.

Present Employment

You should tell us the name and address of your present employer, along with the date your employment commenced and your present salary or grade.

Current Duties and Responsibilities

Please also briefly describe your current duties and responsibilities focusing on those which would of interest to us when considering the post for which you have applied.

Other Employment

Use this section to tell us about your employment history. Please list the names, addresses and nature of business of your previous employers, together with a very brief description of your job purpose and duties.

Personal Statement

It is important when completing your personal statement that you provide details about yourself in relation to the post for which you have applied. You must tell us your reasons for applying and how your experience, qualifications, skills and personal qualities are relevant. This should demonstrate how you meet the selection criteria detailed in the person specification.

Addressing the selection criteria

Your application should address each criterion by demonstrating how your work experience, skills, knowledge, abilities and qualifications meet them. Criteria may often be referred to as 'essential' or 'desirable':

Essential criteria – refers to those that are critical for the satisfactory performance of the post.
Desirable criteria – are those which, while not essential, will enhance your capacity to do the job.

Equal Opportunities Policy

City College Coventry is committed to a Policy that seeks to ensure equality of opportunity for all and to take action to avoid discrimination. All applicants are considered solely on their perceived ability to do the job for which they have applied. Therefore, it would be appreciated if you could complete this section in full. This section will be detached when received by the Personnel Department and will not play any part in the selection process.

Please note that all applicants will be considered on their abilities. All applicants with a disability whose abilities and qualifications meet the minimum requirements of the Person Specification will be considered. Also, the information that you provide is subject to the protection of the Data Protection Act 1998, and will not be used for any alternative purpose without your consent.

Other Information

If you are related to anyone at City College Coventry, please give us details so we can ensure all applications are treated fairly. This will not necessarily preclude you from employment.

Though it is not always possible we will do our best to accommodate any pre-booked commitments you may have if we invite you to interview.

Declaration

Please remember to sign and date the form before you post it to us.

Please return your application form before 5pm recruitment@covcollege.ac.uk

Due to high volume of applications that we receive we must advise that if you have not heard from us within 4 weeks of the closing date, you should assume that your application has been unsuccessful.