

Recruitment and Selection

1. Application Forms

Application Forms can be downloaded from the College Website or posted out to prospective applicants (together with an information pack and copies of the Job Description and Person Specification) by the Personnel Officer. All forms are to be returned to the Personnel Officer. Curriculum vitae and letters are not acceptable as they do not provide consistent information to enable a fair assessment of a candidate's suitability for a post, compared with those applying by the standard application form. Applicants submitting a curriculum vitae or letter before the closing date will be asked to complete a standard form before the shortlisting stage if they wish their application to be considered. Incomplete application forms will not be accepted and will be returned for completion.

2. Selection - Shortlisting

Shortlisting and interviewing should be undertaken by the same selection panel. The Person Specification must be used as the criteria for selection by each member of the panel.

Any anomalies or discrepancies or gaps in employment should be noted so that they can be taken up as part of the consideration of whether to shortlist or not.

As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work, also need to be explored and verified.

3. References

Two references are required for all staff. Where an applicant who is not currently working with children has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children.

References from relatives, or people writing solely in the capacity of friends are not acceptable.

4. The Interview Panel

The panel must consist of at least two people of suitable seniority. No interviews must be conducted by one person on their own and wherever possible panels should contain one member of each gender. Panel members should not include the member of staff vacating the advertised post.

5. Pre-Employment Check

No appointment can be confirmed until the College has received two satisfactory references, health clearance (where appropriate) and Disclosure Barring Service (DBS) certificate. Original qualifications will be seen and copies taken.