



AN APPLICANT'S GUIDE TO RECRUITMENT



Sunderland College requires all candidates for posts to complete an application form, as information supplied in the same format ensures that the selection process is consistent and fair. To ensure a fair and effective selection procedure, applications will only be accepted on an official application form. **Please do not send your curriculum vitae.**

Forms may be typed or hand-written, as you prefer. If hand-written, please note that black ink must be used as forms will be photocopied.

Please read the job description and person specification carefully before completing the form, as you will need to demonstrate that you can meet the requirements in order to be considered for shortlist.

Applicants should ensure that they indicate the title of the post that they are applying for and post reference number which can be obtained from the Advertisement or Application Pack letter. This information should also be included on any additional sheets.

REFERENCES

One reference quoted must be your present or most recent employer. If you have not been employed previously or have had a break from employment, you can give the names of people who know you sufficiently well to confirm the information you have given and comment on your ability to do the job for which you are applying. If you are a student, an academic referee would be suitable. **Candidates should make their referees aware that the College may contact them prior to interview.**

The College is fully committed to the safeguarding and welfare of children and vulnerable adults. We reserve the right to request alternative references and complete background checks based on information provided in the application form and at interview. Please note that a 5 year employment history check will be carried out for successful candidates.

EDUCATION & QUALIFICATIONS

Candidates should ensure that they list all qualifications achieved, clearly identifying the completion date.

Please note that short listed candidates will be required to bring proof of their qualifications at the interview stage.

UNSUCCESSFUL APPLICATIONS

If we do not contact you within 6 weeks of the closing date you may assume that your application has been unsuccessful.

CLOSING DATE

Please note that application forms must be received by HRM by 5.00pm on the date of closing, **unless otherwise specified**.

You should ensure that the correct postage is used for the weight of the completed application form. The College will not be responsible for late / non-delivery of application forms due to incorrect postage.

INTERVIEW EXPENSES

Expenses will be paid in line with College policy in respect of travel and accommodation. You will be issued with a claim form upon request.

MEDICAL CHECK

The successful candidate will be required to complete a confidential work health assessment questionnaire. Your questionnaire will be forwarded to our occupational health service for assessment and to determine if you need any additional support whilst working at Sunderland College.

CRIMINAL CONVICTIONS / CAUTIONS

Under the Rehabilitation of Offenders Act (1974) (ROA) an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred, i.e. it is "spent".

However under this Act some occupations are exempt. If the advertisement states that the successful applicant will be required to obtain an enhanced disclosure check you will be asked to disclose convictions that are defined as 'spent' under the ROA.

An unspent conviction will not necessarily bar applicants from employment at the College, as this will depend upon the circumstances and background to the offence. It should be noted that the majority of posts within the College meet the requirements in respect of exempted questions under ROA 1974. For all posts the successful candidate will be asked to apply for a DBS Check. Any offer of employment will be subject to this check.

DATA PROTECTION

It is College policy to retain application details for a period of up to 12 months following the fulfilment of a vacancy. Personal information will be collected and used fairly, stored safely, and not disclosed to any other person or organisation unlawfully. The College will comply with the requirements of the Data Protection Act 1998.

OFFER OF EMPLOYMENT

A formal written offer of employment will be made to the successful candidate after at least two references satisfactory to the College have been received. You are therefore advised not to give notice on your present job until you have received our formal written offer.

EQUAL OPPORTUNITIES

Our aim is to ensure that appointments are made only on the basis of ability to do the job. We are committed to making the staff of the College representative of the community it serves. The College policy on Equality & Diversity is available on our website.

Applicants with disabilities are guaranteed an interview if they demonstrate that they have met the essential criteria for the post as detailed on the person specification.

COMPLAINTS

Applicants for posts with the College have the right to complain if they consider that they have been unlawfully discriminated against during the selection process.

If you wish to make a complaint please do so in writing to the **Director of HRM, Bede Campus, Durham Road, Sunderland SR3 4AH** within 3 months of the action in question.

HELP AND ADVICE

If you would like any further information or advice to help you apply for this post, please contact the HRM Department on **0191 511 6371** or by emailing **vacancies@sunderlandcollege.ac.uk**

Further details on the College can be obtained by visiting our website **www.sunderlandcollege.ac.uk**

Thank you for your interest in working at Sunderland College.



Do you need this brochure in another language or format?
If you require any of our publications in any other languages or format,
please call our HR department on 0191 511 6371 or
email vacancies@sunderlandcollege.ac.uk



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Better Health
at Work Award
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