

Recruitment Application Guidelines



Blackburn
College

Please read carefully before completing the application form

These guidelines are to assist you with completion of the application form. Further advice is available by contacting the Human Resources Team on 01254 292579.

Before completing your application form, please ensure you have the following information available:

- The Job (Job Description)
- The Person (Person Specification)
- The Small Print (The terms and conditions of employment, you will find details of working hours etc)
- Copy of Application Form (if you require this is a different format please contact Human Resources on 01254 292579)
- Job Reference Number
- Job Title
- Closing date (please note applications received after the closing date will not be considered)

Post and Personal Details

Please ensure the application form is fully completed and error free or it may not be possible for us to consider it.

Employment History

Starting with the most recent, please detail your employment history. You should ensure that dates and details of all employment is fully completed. Please include any voluntary activity or periods of unemployment ensuring all breaks are accounted for.

Education and Training

All sections should be fully completed, starting with the most recent. You may also use this section to provide details of any work based training. Should we progress with your application you will need to provide proof of essential qualifications as detailed on the Person Specification.

Additional Information

With reference to your application form, you should note here evidence of your suitability for the role. You can do this by using the criteria on the Person Specification which states what will be assessed from your application form. You should use this to clearly demonstrate how you meet each criterion with clear examples. Using the criteria as a heading and using a structured approach such as the STAR technique is recommended

You may submit additional sheets with your application form. You should include the post reference number at the top of each additional sheet with your initials. A Curriculum Vitae will not be accepted. All relevant details should be noted on your application or continuation sheets.

Convictions

All offers of employment are subject to a satisfactory check from the Disclosure and Barring Services. Please note if you are successful you will be required to pay the fee for the DBS.

References

References should include your most recent/current employer covering a minimum of a four year period. However the College reserve the right to seek further references if needed. We will not accept references from family and/or friends and we will verify the source. We will however for students in education, accept an education reference. We will not obtain references until after interview.

Equal Opportunities Monitoring

Blackburn College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and we will only employ people suitable to work with our students. We appreciate the completion of this form as this assists us in assuring you that we are fulfilling a role as an Equal Opportunities Employer. This form will be used for monitoring purposes only and will not form part of the selection process and we would like to assure all candidates that information given on the application form is treated with confidentiality.

Guaranteed Interview Scheme for Disabled Candidates

Disabled applicants who demonstrate that they meet the essential criteria for the post are guaranteed an interview. Should you require assistance in order to attend an interview the College will assist with reasonable adjustments. Please contact Human Resources team for further information.

Pre-Employment Checks

Medical

Once a conditional offer of employment is made you will be required to undergo a pre-employment health screening with the Colleges Occupational Health provider.

Right to work in the UK

The Asylum and Immigration Act 1996 makes it a criminal offence to employ someone who is subject to conditions preventing them from working in the UK. The successful applicant will be advised of the documents they will need to provide before taking up the post. Please note all posts are subject to a 9 months probationary period.

Complaints Procedure

If you consider that your application has been dealt with unfairly or you wish to complain about your treatment, please write to The Director of Human Resources & Organisation Development, Blackburn College, Feilden Street, Blackburn, Lancashire, BB2 1LH.

Application Form

Please note that due to the large number of applications received we are unable to reply to all individuals who have expressed an interest. However should you wish to keep informed, please send a prepaid envelope with your application. If you have not heard from the College within four weeks of the closing date, please presume that your application has been unsuccessful.

Completed Application Forms should be submitted via email to jobs@blackburn.ac.uk or alternatively, you can post to **Human Resources Department, Blackburn College, Feilden Street, Blackburn, Lancashire, BB2 1LH.**

Equality Act 2010

In accordance with the Equality Act 2010, if you require any assistance with the recruitment process please contact a member of the Human Resources Team on 01254 292579.

