

Reid Kerr College

Guidance notes for completion of application form.

Introduction

The enclosed application form has been specifically designed with equal opportunities in mind and all completed applications will be treated in strictest confidence.

Please complete all sections in black ink or type and give dates in full (e.g. 12/04/1952).

Should you have any queries regarding the completion of your application form, please contact the Department of Human Resources for assistance. Tel: 0141 581 2249 / 2250.

Post Details

The post designation and reference number will normally be found in the advertisement for the post.

The advertisement source is required to assess the effectiveness of our recruitment advertising. Please name the newspaper, journal or other medium where you saw the post advertised.

1. Personal Details

This information is required to ensure that accurate personnel records are maintained; to determine whether or not a work or residence permit is required and to ensure authenticity of applications.

2. Secondary Education

Applicants should indicate the dates, subjects and grade of any qualification gained.

3. Further / Higher Education, Training or Apprenticeships

This section allows you to provide details of all formal post school education at university or college etc. Include details of full-time, part-time, day release and evening courses in this section.

4. Membership of Professional Bodies

Applicants should indicate their current membership status of professional bodies.

5. Present or Most Recent Employment

This section gives you the opportunity to provide full details of your current / most recent position together with listing all your main duties and responsibilities in this role and your reasons for wishing to leave your current post.

6. Previous Employment

This section enables you to list, in chronological order, details of your previous employment history. Remember to include periods of vocational or voluntary work, where you think they may assist your application.

7. Further Information

This is the section where you have the opportunity to explain, in your own words, why you think that you, more than anyone else, should be offered the post.

You may wish to include relevant details of previous posts you have held (paid and unpaid), indicate positions of special responsibility (within work or in your leisure interests) or explain how your life experience makes you a suitable candidate.

Please feel free to attach a separate sheet if required.

8. Job Sharing

This section gives you the opportunity to apply for a post on a full time or job share basis.

9. Health

All new employees of the College will be required to complete a full medical questionnaire, as will all candidates being interviewed for specific posts.

The College may also require certain new employees to be medically examined, depending on the duties of the post and / or the circumstances of the person being appointed. This will normally be discussed before appointment.

10. People with Disabilities

As part of the College's equal opportunities policy, we recognise our obligations to disabled people and have been accredited by the Employment Service as "Positive about Disabled People". If you indicate that you consider yourself disabled and you meet the essential criteria of the post, you will be automatically selected for interview.

11. Referees

Referees are normally expected to be people who hold a position of responsibility. One referee must be your present or most recent employer. They will normally be asked for their opinion of your work compared to the duties of the post and also your personal character.

Referees should be consulted before their names are used to support your application. Relatives should not be used.

12. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

You will be asked to complete an Enhanced Disclosure application form. Appointment to any post within the College is subject to a satisfactory disclosure certificate.

13. Data Protection Act 1998

This section explains the College's obligations in terms of the Data Protection Act 1998.

14. Declaration

You are required to sign and date your application form and return it to the address shown as soon as possible.

Canvassing

Canvassing of Board members or employees of the College directly or indirectly in connection with any appointment of the College shall disqualify the applicant.

Complaints

Any applicant who feels s/he has not been considered fairly under our Equal Opportunities policy has recourse through the College's Recruitment, Selection and Appointment complaint procedure.

You should write to the Director of Human Resources outlining the reason within two weeks of notification of your application for employment outcome.

Please note that application forms received after the specified closing date will not normally be considered.