



Message from the Principal

I am delighted that you are interested in working at Southport College. As one of the largest employers in the borough of Sefton, we employ around 600 staff, all dedicated to our mission of working in partnership to provide high quality education and training for individuals and employers.

As a member of staff at Southport College, your career is important to us and we have a wide-ranging programme of staff development activities designed to help you fulfil your potential and get the most from your career. Regular performance development reviews with your line manager will ensure that your needs are addressed through training and support.

Your wellbeing is important too. As a member of College staff you are able to use our fully-equipped gym and have access to a generous pension scheme and annual leave entitlement.

It is an exciting time to be joining Southport College. As a 'Category A' College, with around 2,000 full-time students, we continue to invest in developing our town-centre campus to support our curriculum, learner and staff experience.

If you are looking for an opportunity to join an organisation which never stands still and where staff and customers are our number one priority, look no further than Southport College.

All the best with your application.

APPLICATION FORM GUIDANCE NOTES

These guidance notes have been prepared to assist you in your application for the post. Please read them carefully before completing the form as selection for interview is solely based on the information you provide within your completed application form and supporting letter of application. The purpose of the form is to obtain a common set of core data from all applicants and the form has been designed for you to provide as much relevant factual information as possible.

You are also asked to submit a supporting letter of application. This should include how you see your experience and achievements as relevant to your application for the post. Please note that supporting letters of application should also clearly state your name and the title of the post that you are applying for.

Please ensure you provide explanations for any gaps in training or employment.

The College may approach previous employers to verify particular experience and/or qualifications.

If you are successful, you will need to produce original certificates of all relevant qualifications.

Completed application forms must be received by the Personnel Department by the closing date stated within the Recruitment Information. Any applications received after the closing date may not be considered for short listing.

Should you require copies of documents in alternative formats i.e. language, large print, Braille etc. please contact the Personnel Department.

We look forward to receiving your application.

Recruitment and Selection Policy

Our policy is to ensure that the recruitment and selection process is as objective as possible. All applicants are assessed against the same criteria and every effort is made to give them an equal opportunity regardless of age, disability, ethnic origin, gender, marital status, religion or belief, sexual orientation, offending background or any condition or requirement which cannot be otherwise justified.

We value diversity and encourage members from all sections of the community to apply to work at Southport College.

All posts have a job description and person specification. The job description describes the post, so that managers, post holders and job applicants are clear about what is required. The person specification identifies the minimum skills, experience and qualifications needed by the post holder to carry out the job effectively.

Details of the post of which you are applying

State clearly the post that you are applying for including the vacancy reference number (this can be found within the advert and on the job description for the post). If you are applying for more than one post, you will need to complete a separate application for each post

Personal Details

Enter your personal details as required including your full name and current residential address.

If you are applying for a teaching post and you are recognised by the DfES as a qualified teacher, please include your DfES number.

Permission to work in the UK

In accordance with the Asylum and Immigration Act 2006, if you are asked to attend for interview you will be asked to provide documentary evidence that you are entitled to work in the UK, without the need for the College to seek a work permit.

Relationships

Please advise if you are related to, or have a close personal relationship (e.g. Partner), with, any College employee, a member of the Corporation Board or sub contractor that we work with. We want to ensure that the selection process is not prejudiced in any way. Any deliberate failure to make a disclosure will disqualify you. If it is discovered after appointment, you may be dismissed.

Canvassing Members of the College

Canvassing any member of the College, directly or indirectly, in connection with an appointment shall disqualify the applicant concerned. This provision does not prevent a member of staff from giving a reference of the applicant's ability, experience or character for submission with an application.

References

In order to support the selection decision, you are asked to provide the details of two referees, one of which must be your current or most recent employer.

The post for which you are applying requires a CRB Disclosure. If you are not currently working with children, but have done so in the past, a reference will need to be obtained from the employer by whom you were most recently employed to work with children.

In nominating a second referee you should choose somebody who can comment on your ability to carry out the duties of the post of which you are applying for, ideally from an immediate line manager. If you have never been in employment, you should identify two referees who are able to comment about your skills, knowledge and abilities. Likewise if you are a school, college or university leaver you should give details of an appropriate person, such as a teacher. Unsolicited references, past references provided within your application and those from family members/friends are not acceptable. Please ensure that you provide full and clear contact information for your referees, as difficulties in contacting referees and obtaining satisfactory references may delay the confirmation of an offer of an appointment. References will always be taken up for all shortlisted applicants invited in for interview.

Any offer of employment will be conditional, subject to the receipt of references, which are satisfactory to us. For employer references you should provide a referee who was senior to you and is able to comment upon your suitability for the role.

Present Employment

Outline the details of your current or most recent employment, summarising the main duties and responsibilities (these can be in bullet point format). Please note that this information will be validated for example, against references received from your appointed referees and therefore full and accurate information is required.

Previous Employment

Please provide details of your previous work history starting with the most recent listed first, including any part-time and voluntary work as well as full-time employment, with start and end dates, including the month and year. For periods not in employment please provide explanations. If you do not have space to include all previous employment history please use a continuation sheet.

If you are applying for a teaching post please provide details of any previous teaching history starting with your most recent post, including any part-time and voluntary work as well as full-time employment, with start and end dates, including the month and year. If you do not have space to include all previous teaching history please use a continuation sheet.

Education and Qualifications

You should include history of your secondary education, starting with your most recent school first and provide start and end dates, including the month and year. Details should also be given of qualifications gained including the grade awarded.

Please include details of any further and higher education, starting with your most recent educational establishment, and provide start and end dates, including the month and year. Details should also be given of qualifications gained including the grade awarded. Also include any qualifications which you are currently studying for.

Membership of Professional Bodies

Please provide information of membership of particular professional bodies. If the membership of a particular professional body is a requirement for the post (as specified in the recruitment information) you should bring evidence of membership to interview.

Continuing Professional Development (CPD)

Specify all details of any training undertaken relevant for the post. This should also include training that you have undertaken as part of a government/training scheme. This should be listed starting with the most recent, with start and end dates, including the month and year. Details should also be given of qualifications gained including the grade awarded.

Also include any research that you have undertaken.

Part Time Lecturer Application

This section should only be completed by applicants wishing to apply for a part-time lecturer post.

Experience

You may want to include any skills and experience acquired through past or present employment, voluntary/unpaid work, or from outside of the workplace. You should provide as much relevant information as possible, demonstrating your suitability to the post. This should also be covered in your supporting letter of application.

Disclosure of Criminal Convictions

Southport College is committed to safeguarding and promoting the welfare of children and young people. If successful, you will be required to undertake a disclosure via the Criminal Records Bureau (CRB). In addition, List 99 will be checked. Unless there are exceptional circumstances, successful candidates cannot take up their post until these checks are completed.

All applications for CRB Disclosures are dealt with in accordance with the CRB's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and the Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Visit www.direct.gov.uk/crb for further information on criminal records checks. Copies of the College policies are available on the College's website at www.southport.ac.uk

If you answered “yes” to the question: “do you have any criminal convictions/offences or any that are pending”, please add your name and details of the post which you are applying for to any additional sheets you are including with your application and put this in a separate sealed envelope addressed to the Head of Personnel & Payroll. Any information disclosed will be kept in strictest confidence and will only be used in considering your suitability for the post that you have applied for.

Equal Opportunities

We are an equal opportunities employer and value diversity. No applicant, employee or user of its service will receive less favourable treatment on the grounds of age, disability, ethnic origin, religion or belief, gender, marital status, sexual orientation, offending background or be disadvantaged by any condition or requirement which cannot otherwise be justified.

In order to monitor the effectiveness of the College’s Equality Strategy and to continue to develop relevant personnel policies please answer all of the questions on the Equal Opportunities monitoring form. Upon receipt of your application the form will be detached from your application; it will not be circulated to the shortlisting panel and forms no part of the selection process. However, it will be necessary to share information about disability during the selection process in order to guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post and/or to ascertain what support and assistance may be required.

Positive about Disabilities

We are committed to the employment and career development of people with disabilities. To demonstrate our commitment we use the Disability Symbol which is awarded by Jobcentre Plus. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum essential criteria for the post.

If you have a disability there are a number of ways in which we can help you if you need it. These include assistance with completing the application form, making special arrangements if you are invited for an interview and making adjustments to the job, where reasonable.

Medical Information

If an offer of employment is made, it will be subject to a satisfactory medical. You would be required to complete a medical questionnaire and, if necessary, undergo a full medical examination.

What Happens Next?

The shortlisting panel will decide on the information given in the application form which applicants best meet the criteria.

If you submit your application via email then you will be asked to sign the declaration if you are asked to attend for interview.

Unfortunately, due to the cost involved with large numbers of applications, we can only contact you again if you have been selected for interview. The College believes that it is more beneficial to spend our resources on our students, as I am sure you will appreciate.

If we have not responded to your application within one month of the closing date, please assume that your application has been unsuccessful.

Whatever the outcome of your application, thank you very much for the interest shown in working for Southport College.

Good luck with your application!

Please return your completed application to:

**The Personnel Department
Southport College
Morningside Road
Southport
Merseyside
PR9 0TT**

Email: personnel@southport.ac.uk

Telephone: 01704 392703 or 01704 392723

Fax: 01704 501093

www.southport.ac.uk