Southport Education Group

Southport College

KGV SIXTH FORM COLLEGE

Application Form Guidance Notes





Southport Education Group is committed to recruiting, selecting and retaining the best people. We aim to ensure that our recruitment processes are fair, transparent and based solely on merit, suitability and ability to undertake the role.

These guidance notes have been prepared to assist you in completing your application for the post. Please read them carefully before completing the application form, as decisions regarding shortlisting will be based solely on the information you provide within your completed application.

The application form is designed to obtain a consistent set of information from all applicants and to enable applications to be assessed fairly and objectively. Please provide as much relevant information as possible to demonstrate your suitability for the role. All applicants are assessed against the requirements set out in the Job Description and Person Specification therefore it is important that you clearly demonstrate how your skills, knowledge, qualifications and experience meet the criteria for the post.

Throughout these guidance notes and the application form, any reference to "The College" includes Southport College, King George Vth Sixth Form College, The Bridge and Compete Apprenticeships..

If you require any recruitment documents in an alternative format, such as large print, Braille or another language, please contact the HR Department, who will be happy to assist

Details of Vacancy

- The title of the post you are applying for.
- The vacancy reference number shown within the advertisement.

If you wish to apply for more than one vacancy, a separate application form must be completed for each post.

Personal and Contact Information

Please provide your full name, current contact details and current address.

It is important that contact details remain up to date throughout the recruitment process so that we can contact you regarding your application if required.

Right to Work in the UK

All appointments are subject to verification of an applicant's right to work in the United Kingdom.

If shortlisted or offered employment, you will be required to provide original documentation demonstrating your right to work in the UK in accordance with current Home Office requirements and the Immigration, Asylum and Nationality Act 2006.

As the College does not currently hold a sponsor licence, we are unable to sponsor employment visas and can only consider applicants who have an existing right to work in the UK.

Relationships with Employees or Governors

You are required to declare if you are related to, or have a close personal relationship with, any employee, Governor or other individual connected with Southport Education Group.

This information is requested solely to ensure that recruitment decisions are made fairly and transparently. A declaration will not necessarily affect your application. However, failure to disclose a relevant relationship may result in disqualification from the recruitment process or, if discovered after appointment, disciplinary action being taken.

References

Please provide details of two referees who are able to comment on your suitability for the post. One referee must be your current employer or, if you are not currently employed, your most recent employer. Where your current or most recent role did not involve working with children or young people, and you have previously worked in such a role, your second referee should be the employer for whom you most recently undertook work with children or young people.

Referees must be able to provide a professional reference and should not be relatives or individuals who know you solely in a personal capacity, such as friends. Please state the capacity in which each referee knows you, for example, as a current or former line manager, supervisor, tutor or other professional contact.

As part of our safer recruitment procedures, references will normally be sought for shortlisted candidates.

Current / Most Recent Employment

Please provide full details of your current or most recent employment, including your job title, employer, dates of employment, hours of work, salary, notice period and reason for leaving. You should also provide a summary of your main duties and responsibilities. The information provided may be verified through references and other pre-employment checks.

Previous Employment

Please provide your complete employment history in chronological order, starting with the most recent position first. You should include all relevant periods of employment, self-employment and voluntary work where applicable. Any gaps in employment, education or training should be clearly explained, as these may be discussed further during the

recruitment process. If additional employment history needs to be recorded, please continue in the additional sections provided within the application form.

Education and Qualifications

Please provide details of your qualifications, including secondary, further and higher education qualifications, together with any professional qualifications relevant to the post. Where qualifications are currently being studied, please include the expected completion date and, where known, the anticipated grade or outcome. Successful applicants will be required to provide original qualification certificates prior to appointment.

Continuing Professional Development

Please use this section to provide details of any training, professional development activities, workshops, conferences, certifications or other learning that is relevant to the role. This information helps the selection panel understand how you maintain and develop your professional knowledge and skills.

Experience and Supporting Information

This section gives you the opportunity to demonstrate how your skills, knowledge, qualifications and experience meet the requirements of the post. You should refer to the Job Description and Person Specification and provide examples wherever possible. Relevant experience may have been gained through employment, voluntary activities, education, professional development or other activities outside the workplace. Shortlisting decisions will be based on the information provided within this section, so applicants are encouraged to provide sufficient detail.

Teaching Performance and Learner Outcomes

Where applicable, please provide information relating to learner outcomes achieved within the last three years. This may include retention, achievement and pass rates, together with any relevant contextual information that helps explain the data provided. Applicants should outline their contribution to these outcomes and any factors that may have influenced performance.

Criminal Record Information

As Southport Education Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, certain posts are exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to disclose any convictions and cautions that are not protected under current legislation, together with any pending criminal proceedings that may be relevant to the role. Protected convictions and cautions do not need to be disclosed. Any information provided will be treated confidentially and

considered only where relevant to the post. A criminal record will not necessarily prevent appointment, and each disclosure will be considered on its individual circumstances.

Equal Opportunities Monitoring

The Equal Opportunities Monitoring Form is used to monitor the effectiveness of the Group's equality, diversity and inclusion practices. Information provided in this section is treated confidentially, is not made available to the shortlisting panel and plays no part in the recruitment decision. The information is used solely for monitoring and statistical purposes. Where disability information is provided, it may be used to facilitate any reasonable adjustments required during the recruitment process.

Data Protection

Personal information supplied during the recruitment process will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Group's Privacy Notice. Information will be used for recruitment, selection, safeguarding and pre-employment checking purposes and will only be accessed by those who require it for these purposes.

Declaration

Before signing the declaration, please ensure that all sections of the application form have been completed fully and accurately. By signing the declaration, you confirm that the information provided is true and accurate to the best of your knowledge, that you have personally completed the application form, and that it has not been submitted on your behalf by a recruitment agency or any other third party.

Recruitment Source

Please indicate where you saw the vacancy advertised. This information helps us evaluate the effectiveness of our recruitment advertising and attraction methods.

Completed application forms must be received by the HR Department no later than the closing date and time stated within the recruitment information. Applications received after the closing date and time may not be considered for shortlisting.

Application

Please return your completed application by email to: personnel@southport.ac.uk

What Happens Next

Following the closing date, applications will be assessed against the requirements of the post, as detailed in the Job Description and Person Specification. The shortlisting panel will determine which applicants best demonstrate the skills, knowledge, qualifications and experience required for the role.

If you are shortlisted, you will be contacted with details of the next stage of the recruitment process. Applicants who submit an electronic application may be asked to sign the declaration section at interview.

Due to the volume of applications received, we are regrettably unable to provide individual updates to all applicants. Therefore, only those candidates selected for interview will normally be contacted. If you have not heard from us within four weeks of the closing date, please assume that your application has not been successful on this occasion.

Whatever the outcome, we would like to thank you for your interest in joining Southport Education Group.