



**Moulton
College**

NORTHAMPTONSHIRE



Principal: Stephen M Davies

Application Form Guidelines

These guidelines have been prepared to assist applicants who are considering applying for employment with Moulton College. The recruitment process is the initial contact applicants will have with the College and it is essential that our early communications and contact with applicants give an accurate picture of our culture and ethos and set the foundations for a long and rewarding employment relationship.

GENERAL

This is a standard application form completed by all applicants for positions at Moulton College (including internal applications). For photocopying purposes, please complete this form in **black** ink. It may be handwritten or word processed and can be completed on-line. All information provided will be treated in the strictest confidence. You are invited to include a covering letter, CV or other documentation in support of your application, but this must *not* be submitted in place of the application form. Incomplete or blank application forms will not be considered.

COMPLETING THE FORM

The application form is the first part of the selection process and will be used to identify applicants for interview or the next stage of the process. Please complete the application form in full. It is important that you provide details which you consider to be relevant to the position as detailed in the job description and which demonstrate your suitability for the position.

REFERENCES

It is our policy to obtain references as part of the selection process as all offers of employment are, together with other criteria, subject to satisfactory employment references. Internal applicants need not complete this section. However, it should be understood that your current (and in some cases, previous) line manager will be contacted for a reference. You may supply details of other referees in addition to these, if you wish.

CANVASSING EMPLOYEES OF THE COLLEGE

Canvassing employees of the College whether directly or indirectly, in an attempt to gain preferential treatment in connection with an appointment will disqualify you. This provision does not prevent candidates from undertaking research in to the requirements of the position or from a member of staff providing a reference of your ability, experience or character for submission with an application for appointment.

DISCLOSURE OF CRIMINAL CONVICTIONS

Moulton College must be particularly careful to check the character and background of any person who may teach, supervise or have access to young persons. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that all convictions and offences of whatever nature (including motoring offences) and whenever they were committed must be revealed when applying for employment. Criminal Records Bureau disclosures will also be required for successful candidates.

EQUALITY OF OPPORTUNITY

Moulton College seeks to ensure that all existing and potential employees are given equality of opportunity. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation and religious background. The College will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified. Please help us to monitor the effectiveness of our policy by completing all parts of the Equal Opportunities monitoring form and enclose it with your application form. The information is confidential and does not form part of your application.

IF YOU HAVE A DISABILITY

If you have a disability, and you are invited to attend an interview, please indicate your requirements on the Equal Opportunities monitoring form and we will endeavour to make special arrangements for you, and where justified and reasonable, make adjustments to the role for which you are applying.

DATA PROTECTION

The information provided on the application and monitoring forms will be used in the recruitment process and may form the basis of some personnel records for the successful candidate. Information is processed and stored within the provisions of the Data Protection Act 1998.

WHAT HAPPENS NEXT?

We will only write to you again if you are invited for interview.

We apologise that we are unable to acknowledge all stages of the recruitment process. Should you wish the receipt of your application form to be acknowledged please include a stamped self addressed envelope.

If you have not been contacted by Human Resources within one month of the closing date, you may assume your application has not been successful on this occasion.

If after receiving details of this post, you decide not to proceed with the application we may as part of our continuing quality standards and our commitment to equality of opportunity contact you again to ascertain your reasons for not proceeding.

Whatever the outcome of your application, we thank you for the time you have taken to apply and for the interest you have shown in working at Moulton College. We wish you every success for the future. If your application has been unsuccessful, please do not be discouraged from applying for future vacancies.

FEEDBACK

Moulton College is committed to continuous improvement and reviews its working and operating practices through regular self-assessment. We welcome constructive feedback on all aspects of our work and use the feedback received to improve our processes and services. If you wish to provide us with any comments or feedback, please do not hesitate to contact us:

Human Resources
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Moulton
Northampton
NN3 7RR

(01604) 491131



INVESTOR IN PEOPLE

