Dear Applicant,

Thank you for your enquiry regarding our advertised vacancy. An application form is enclosed together with a job description and person specification.

If you require any further information regarding this post please contact the Human Resources Department on 0121 667 5009.

Please complete the enclosed application form in blue or black ink. Please refer to the person specification when completing the form; you should clearly describe how you meet each of the criteria that have been identified as necessary for this post as this will be used for the shortlisting for interview process. You may also enclose a CV but please ensure that all questions on the application form are answered.

Completed forms should be returned to the Human Resources Department, 1 Spon Lane West Bromwich West Midlands B70 6AW.

We look forward to receiving your application.

Yours sincerely,

Clare Stewart
Human Resources Director

About Sandwell College

This is a truly exciting time to work for Sandwell College and become part of a very unique team. We are undergoing a period of significant growth in the next 3 – 5 years. Sandwell College seeks to attract and retain the best employees in the market in order to fulfill its ambition to grow.

Sandwell College is one of the largest providers of general further education (FE) in the West Midlands Metropolitan Borough of Sandwell. The college is based at Central Campus in West Bromwich and mainly provides provision for 16-18 year olds but also caters for those aged 19 and over.

The college has around 3500 students and over 450 full and part time staff across all three campuses.

At Sandwell College we offer different styles of learning such as full time, part time and evenings to fit in with today's busy lifestyles.

The College staff are committed to providing 'excellence and success for learners', it is the institution's mission. Strategic aims of the College include; to widen and increase participation rates in further and higher education for all communities of Sandwell; to deliver provision which meets the needs of the local community, employers and employees; to create a well-resourced learning environment for all its learners; and to ensure that the college remains financially stable and offers value for money.

Working for Sandwell College

Benefits

Work/life balance

We believe that everyone works better and enjoys their job more if it fits in with their other responsibilities. We offer a variety of options to give the flexibility you need. These options are dependent upon the job and include:

- Flexible hours
- Flexible retirement
- Generous holiday entitlements – F/T is 35 days per annum + bank holidays

If you are interested in working flexible hours and this is not stated in the job advert, please contact the recruiting manager to discuss the options available.

Pension

The College allows all employees to join either the Local Government Pension Scheme or the Teachers Pension Scheme (dependant on job role) from day one of employment.

Smoking at work

The College has made a commitment to promote healthy living initiatives and empower people to lead healthy lives. This includes operating a smoke free environment policy for Sandwell College employees.

Performance Management

We have a performance management approach that is supported by the use of an annual Performance Development Review and a regular one to one meeting with your Manager/Supervisor.

Health and Well Being

Sandwell College values good attendance from employees and has developed a policy to promote this. Managing employee health and well-being is a key factor underpinning our Values.

Guidance Notes – General Information

Applications are invited by Application form. The **job advert** will **state** which **method of application** you should use.

To help us keep our costs and administrative effort to a minimum, please apply on line at the address below. This will help speed up the process and ensure you hear from us quickly, even if you are unsuccessful with your application.

Applications should be submitted via:

- By email to: employment@sandwell.ac.uk
- Or by post to: **Central Campus, Sandwell College, 1 Spon Lane, West Bromwich, West Midlands, B70 6AW**

Job Description and Person Specification

Every job has a **job description** and **person specification** which give details of the main duties of the job and will list the knowledge, experience, skills and where appropriate, the qualifications that are required for the job.

Please make sure you read these documents carefully before you start completing your application. You may find it helpful to make some notes or a draft of your ideas to make sure you have covered all elements before you start.

Our Values

Sandwell College is an organisation that is driven by its Values. It is important to the college that all employees live the Values and Behaviours at work. A **copy of our Values and Behaviours are included within this document** and assessment against these will be part of the recruitment process. An assessment of your understanding of these will take place at interview stage.

Interview Dates

The interview date will in most cases be shown on the job advert. Please state on the application if you will unavailable on that date and whenever possible we will try to offer you an alternative interview date.

Equal Opportunities Monitoring Form

The information you supply in this form allows us to monitor our recruitment process to ensure no candidate is treated more or less favourably on the grounds of gender, sexual orientation, age, disability, ethnic origin or belief. The data helps us to know if we are doing all we can to ensure appointment is on merit and create a workforce representative of the community. Please be assured that this information is not seen by the panel short-listing for interview and will not be used in the selection decision.

Candidates with a Disability

According to research, around 1 in 5 people are regarded to have a disability. Disability is defined under the Disability Discrimination Act (DDA) 1995 in a specific way. Under the DDA, a person is disabled if they have a physical or mental impairment which has a substantial (more than minor or trivial) and long-term (more than 12 months, rest of life, recurring condition) adverse effect on their ability to carry out normal day to day activities.

The list of disabilities is not exhaustive or exclusive but examples include visual and hearing impairments, mobility difficulties, cancer, diabetes, multiple sclerosis and heart conditions. Mental health conditions and learning difficulties are also classed under the definition of disability.

If you have any doubts as to whether your condition is classed as a disability, you can obtain guidance from specialist websites such as:

Disability Rights Commission at www.drc.org.uk
Telephone 08457 622633/ Textphone 08457 622644
Or from the Government at www.direct.gov.uk

Why should you tell us?

Disclosure of disability is a matter of personal choice. Informing us that you have a disability allows us to make reasonable adjustments for you at all stages of the recruitment process.

Eligibility to work in the UK

You will be asked to confirm that you are entitled to work in the UK at application stage. If you are invited to interview you will be asked to provide evidence of this entitlement – for example. Passport, birth certificate or valid work permit. If you require any further details about the documents, which confirm eligibility to work in the UK please visit www.workingintheuk.gov.uk or telephone 0870 606 7766.

Employee Interests

The college requires that employees declare any financial or non-financial interests they or a close relative has which may conflict with the interests of the College. Examples of such interests are other employment, running a business, etc. You will be asked to make this declaration if you are successful in being appointed to a post.

Reference Policy

You will be asked to provide contact details for two individuals who will be able to verify some of the details you have provided, including your employment history, attendance and disciplinary record. To verify employment details we may also contact previous employers who have not been named as referees. Please provide a contact name for your referees along with the College or organisation name and the full postal address, telephone number and email address (if available). Providing

incomplete information at application stage can cause delays later in the recruitment process. If possible you should confirm with your referees that they are willing to provide a reference for you and can respond promptly should this be required.

Please provide reference details as follows:

Candidate Employment Position	**Reference 1**	**Reference 2**
Currently employed	From current employer	From employer prior to current
Not currently employed	From most recent employer	From previous employer (if most recent was for less than five years
Never been employed	Character reference – school, college, voluntary organisation. This should not be a family member	Not required
Currently self-employed	From organisation who can verify self-employment dates – eg bank or accountant	From previous employer (if self-employed for less than five years)

Guidance Notes – Completing an Application Form

The application form is split into two sections – one asks for personal information and the other asks for selection information.

It is important that the form is completed in full either hand written in blue or black ink, typed or by completing an electronic version of the form.

Please refer to the job description and person specification when completing the application form.

The presentation of your application form is important. Submitting poorly completed or incomplete application form may affect your chances of success.

1. **Contact Details.** When completing your contact details please supply a telephone number where you can be contacted during office hours if possible. This can be home, a mobile telephone or at work if appropriate
2. **Employment History.** Please provide details of your employment history in the last ten years starting with your current or most recent position. This can include voluntary or unpaid work that you feel is relevant to your application
3. **Education, Training and Vocation Qualifications.** Please provide details (including dates) of your qualifications that you consider relevant to the post. Also include details of apprenticeships or training you have undertaken or short courses/seminars you have attended in the last five years that may be relevant to the post. In addition please specify any membership/registration you hold with a professional body.
4. **Supporting Statement.** This is where you are asked to demonstrate that you meet the requirements of the post. Using the Job Description and Person Specification, you should illustrate with details of your knowledge, skills and experience, giving examples of how you

meet the requirements. The examples can be from any activity, work based, from college or university, voluntary or social.

Additional Information

Disclosure of Criminal Convictions

The College requires all short-listed candidates to declare any criminal convictions that are unspent as defined in the Rehabilitation of Offenders Act.

Medical Clearance

As part of the clearance process prior to commencing employment, successful candidates will be required to have medical clearance. These candidates will be required to complete a pre-employment questionnaire, which will ask a series of questions about their health, their ability to carry out normal day-to-day activities and, where appropriate, their health during previous employment. In some circumstances, which may be related to a health issue or the job they will be doing, they may be required to have enhanced medical screening.

Travel/mobility

Some jobs require the post holder to travel within an operational area and this will be stated in the person specification for the post. Costs incurred for any travel necessary for the post are reimbursed.

This may mean that a valid driving licence and the use of a car, with appropriate insurance cover are required, unless the role can be effectively undertaken using alternative transport arrangements. For applicants with a disability as defined in the Disability Discrimination Act, the scope for reasonable adjustments will be explored with the applicant as part of the selection process. Costs incurred for travel relating to the duties of the post will be reimbursed.

Complaints Procedure

If you have any concern or comment about our recruitment and selection procedure, please contact the HR Department for information about the complaints procedure.

Recruitment Process

Application

Upon the closing date for the vacancy the applications and the Equal Opportunities monitoring forms are separated. The applications are passed to the selection panel for consideration and short-listing and the Equal Opportunities form is retained by the HR team for monitoring purposes

Short-listing

Short-listing is carried out by comparing the applications to the job description and person specification. The strongest applications from candidates who have demonstrated that they meet the requirements of the post are selected. These candidates are then invited for interview. The interview date will usually be published with the advert and candidates who have not received an invitation to interview by that date should assume they have not been successful for short-listing.

Interview and Selection

The successful candidates are contacted (by email unless you state otherwise on your application) and invited to interview. The invitation will include details of where and when the interview will take place and state which documents that you must take along.

Details of any additional selection methods will also be notified at this stage, for example testing or presentation. At the interview, candidates will be asked questions that relate to: duties of the post

as detailed in the Job Description, skills, knowledge and experience required as shown in the Person Specification and the Values and Behaviours of Sandwell College.

Offer of Employment

Following the Interview stages and any other selection methods, the recruiting manager/HR will contact the successful candidate to make an offer of employment. The offer will be conditional until all pre-employment checks have been completed satisfactorily. This often will be a telephone call followed up by a letter.

The unsuccessful candidates will also be informed at this time, usually by telephone within a few days of the interview. Feedback will be available at this stage.

Pre-employment Checks

Pre-employment checks will take place which will include:

- Checking of references
- Confirmation of qualifications required for the post*
- Confirmation of eligibility to work in the UK*
- Disclosure of convictions*
- Medical clearance (initial questionnaire)*
- Criminal Records Bureau check

Appointment

Once the pre-employment checks are complete, the candidate will be contacted to confirm the offer of employment and arrange a suitable starting date.

Equal Opportunities Monitoring Form

Sandwell College has an Equal Opportunities Policy which covers all areas of employment. Our Policy is to recruit, employ and promote our employees on the basis of their suitability for the work to be performed. We aim to ensure that no applicant or employee receives less favourable treatment on the grounds of sex, marital status, race, colour, religious affiliation, sexual orientation, disability or age. No applicant or employee will be disadvantaged by criteria which cannot be shown to be relevant to the requirements of the job. The Policy applies to promotion, selection and training.

Sandwell College requires all its employee and volunteers to operate its policy of equal opportunities and not to discriminate against any person because of sex, marital status, race, colour, religious affiliation, sexual orientation, disability or age.

In order to help us ensure that our Policy is effective, please can you completed the details requested on this form. The equal opportunities data collected will only be used for monitoring purposes, it is completely separate from and is not used in any selection process. Neither will it be kept on individual files.

Application for Employment

For Office Use:	
Ref No:	App No:

In order to monitor the progress of our recruitment and selection practices we need from you the personal details asked for on this and the back page of this form. This personal information will be kept securely in the Personnel Department and not made available to anyone before or during shortlisting to ensure that only your abilities, experience and qualifications are considered. C.V.s cannot be accepted because of the difficulty of removing personal details, which would identify you.

Your Personal Details

This portion of the form will be detached prior to shortlisting

Your First Name (s)			
Surname			Mr/Mrs/Miss/Ms/Dr (Delete as appropriate)
Previous Surname (s)			
Address			
		Post Code:	
Telephone Numbers	Home:	Work:	
	Mobile:		
Your Date of Birth:	Day:	Month:	Year:
National Insurance No:			
Next of Kin			

Referees

Tick box if you require no contact prior to interview ☐

1. Present Employer	2. Previous Employer
Name:	Name:
Occupation:	Occupation:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:

Please note that one of the referees should be your present/most recent employer

Other Information

Do you hold a valid driving licence? If yes, please specify type:	YES	☐	NO	☐
Do you need a work permit to work In the UK?	YES	☐	NO	☐
In which publication did you see the advertisement for this post? _____				
Have you Previously worked for Sandwell college?	YES	☐	NO	☐

For Office Use:	
Ref No:	App No:

Current/Previous Employment			
Current/Last Job Held:			
Employer Name			
Employer Address:			
Current Salary	Grade/Scale		
Next Salary Review Date			
Dates	From:	To:	No. of years
Reason for Leaving			
Main Responsibilities/Duties:			
If the job for which you are applying will not be your only job, please give details of all other employment, including employer and number of hours worked each week. (Information required under the Working Time Regulations and Exclusivity Contractual Clause)			

Previous Employment

(Most recent first)

Employer	Position held and brief explanation of roles and responsibilities	From	To

Membership of Professional Institutions

(State level and date of membership and whether gained by examination)

Membership Start Date	Organisation	Membership No.	Level of Membership (If applicable)

Education

Dates		School/College/University	Subject(s)	Qualification Level	Grade
From	To				

Skills

IT- please comment on your knowledge/usage of the packages listed below

Package	Level			Further Comments
	No Knowledge	Minimal User	Frequent User	
MS Word	☐	☐	☐	
MS Excel	☐	☐	☐	
MS Power Point	☐	☐	☐	
E-Mail	☐	☐	☐	

Other (Please give further details)

Job Related Training

(Give details of any training courses attended)

Further Details

If you have any other relevant information concerning your experience relating to the selection criteria outlined on the person specification please give details below. Additional sheets may be attached. Please state your name and Job Reference Number on each sheet.

This portion of the form will be detached prior to shortlisting

Equal Opportunities

(for monitoring purposes)

Sandwell College is committed to ensuring equality of opportunity. Your application will be considered on your ability ONLY. This page will be removed prior to shortlisting and the information requested below will ONLY be used to monitor the college practices and will be treated confidentially.

If you fail to complete this page fully, your application will not be accepted.

Gender: Male ☐ Female ☐

White (Please mark with X)	British ☐ Irish ☐ Any other White background (please write in) _____	Asian or Asian British (Please tick)	Indian ☐ Pakistan ☐ Bangladeshi ☐ Any other Asian background (Please write in) _____
Mixed (Please mark with X)	White & Caribbean ☐ White & Black African ☐ White & Asian ☐ Any other mixed backgrond (please write in) _____	Black or Black British (Please tick)	Caribbean ☐ African ☐ Any other Black background (Please write in) _____
		Chinese or other ethnic group (Please tick)	Chinese ☐ Other (Please write in) _____

Do you have, or have you had in the past, any disability which it makes it difficult for you to carry out day to day normal activities? Yes ☐ No ☐

If YES, please provide details of your disability _____

Please identify any special requirments or equipment which may assist you

(a) in the recruitment process _____

(b) to enable you to carry out the job _____

Criminal Disclosure and Rehabilitation of Offenders Act Exceptions Order 2001

You do not generally have to disclose details of spent convictions. However, if the post you are applying for is exempt from the Rehabilitation of Offenders Act by virtue of the (Exceptions) Order because it could involve access to persons who are disabled, addicted to drugs, alcohol or under 18 or over 65 years of age, you must disclose details of all convictions, including cautions, spent or otherwise. (Please refer to guidance notes)**.** Alternatively disclose convictions below. Please note that all posts are subject to a criminal record check. In accordance with the Rehabilitation of Offenders Act 1974 only relevant convictions will be taken into account when assessing your capability.

If you do not have any convictions to disclose write "no convictions"

_____

_____

If you do not disclose any known convictions on your application form and we subsequently discover you have relevant convictions your offer or employment will be withdrawn or your contract of employment will be terminated.

I sign that the above is a true statement.

Signed:	Date:

Declaration

I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form will justify dismissal from the college's service.

Signed:	Date:

By signing and returning this form, you consent to Sandwell College using and keeping information about you, provided by you or by third parties such as referees, relating to your application for future employment. If you email this document you will have to sign the form if you are invited to attend an interview. This information will be used solely in the recruitment process and will be retained for six months from the date an appointment is made.

Please check that this application is fully completed and email to employment@sandwell.ac.uk