

Westminster Kingsway College

Applicant Guidelines for Successful Completion of the Application Form

The application form plays a vital role in the selection process and it is on the basis of the contents of the application form that the decision to short-list is made. It is therefore extremely important that you take the time to complete the application form as fully and accurately as possible. This is applicable to both external and internal candidates.

The following information is designed to assist you in completing your application form.

1. Are you a suitable candidate for this post?

- 1.1 Read the advert through carefully.

Does this post interest you?

*Do you have the **Knowledge, Experience, Skills and Abilities** we are looking for?*

- 1.2 Read through the job description/person specification carefully before attempting to complete the application form.

If the wrong job description/ person specification has been included in your application pack, please contact the Human Resources and Development (HR&D) Department on 020 7832 5096/5260 or 5122 and request the correct one.

- 1.3 The job description/ person specification sets out what the post involves, i.e. what will be expected from the successful candidate once in post. Along with the advert this document highlights the essential knowledge, experience, skills and abilities required by the successful candidate.

You will need to have all the essential requirements for this post and indicate this on page three and four of the selection application form, i.e. by addressing the selection criteria listed in the person specification.

- 1.4 The selection criteria listed in the person specification are provided to help you successfully complete your application form. This document gives you the knowledge, experience, skills, and abilities required by the College for the successful candidate.

Use this document to help you gauge your potential suitability for this post.

- 1.5 When completing the application form, use the selection criteria and think broadly in terms of your experience. The College recognises that not all skills and experience are gained through conventional jobs, experience can be related to your studies, voluntary work, or running a home - match your personal experience and skill set to the specifications of the selection criteria.

Think 'transferable skills'.

2. Completing the application form

2.1 Education and Qualifications (page one)

Please clearly list your level of education i.e. 'O' or 'A' level, or appropriate NVQL level or equivalent (incl. grades where relevant), as well as any other professional development, i.e. courses or specialist skills training.

2.2 Employment History (page two)

In this section you will need to write the full names of your present and most recent employers. Please include any part time or voluntary work. You will need to include your period of employment for each post, the salary, your job title, a brief description of your main duties and the reason for leaving that post.

Start with your most recent employer and work your way back.

2.3 Selection Criteria (pages three and four)

This section is where you need to address the selection criteria for this post. Use the person specification and make reference to personal examples to indicate your knowledge, experience, skills and abilities.

You may wish to provide additional information in the section provided on page four. If you require more space for any of the sections then please use a separate piece of paper, please ensure your name, the posts's reference number and if known your candidate number appear on the top of each additional page.

The following sections are not included in the panel members' packs to ensure all applications are considered equally.

3. Monitoring Form - Personal Details (page five)

Please complete fully and accurately.

4. References (page six)

You need to list two referees; at least one referee must be a manager from your current employer or educational institution. The second referee should be a manager from within your last three years of service.

Please note we do not accept personal references from friends.

You may mark the 'No' option with an 'X' if you do not want your referee(s) to be contacted until a conditional verbal offer has been given.

5. Declaration of Criminal Convictions (page seven)

The Rehabilitation of Offenders Act 1974

You need to Declare any Criminal Convictions by ticking 'Yes' or 'No'. If 'Yes' please disclose the requested information on a separate piece of paper.

Declarations one and two

You need to sign and date the declaration to indicate the information provided within your application is true and accurate to the best of your knowledge.

6. Equality and Diversity Monitoring Form (pages eight to ten)

6.1 As stated in the cover letter, this form is used to provide statistical information for the College in relation to equality and diversity. Please complete this section to assist us with our monitoring.

6.2 The College is committed to equality and diversity for all its staff and students. We therefore expect all successful applicants to actively support this policy. You should consider how your experience, ability and commitment meet this requirement and be prepared to respond to this at interview

It is therefore important for you to fill in the monitoring form, as this is used to check the effectiveness of this policy.

7. Applicants with Disabilities (page nine)

The College is committed to equality and diversity and for that reason we welcome applications from individuals with disabilities. If you need assistance completing your form or will require assistance if short-listed, then please contact the HR&D Department (020 7832 5122/ 5260) to discuss the arrangements you may require.

8. Religion, Gender and Gender Awareness (page ten)

In line with the new Discrimination Legislation the college is required to monitor this information and as such we would appreciate if you could complete these sections.

9. General Information

9.1 Please use **black ink** when completing your application form. All applications are photocopied and sent to the various panel members. It is therefore essential that you complete your form in black ink, as other colours do not photocopy well.

The form may be hand written, typed or completed online via: <http://jobs.westking.ac.uk> and select the relevant vacancy.

9.2 Please fill in all relevant sections of the application form.

9.3 Could you please complete the enclosed Recruitment Process Questionnaire and send it with your application form. This is not compulsory but will assist us to improve our services.

9.4 If you require any further assistance please contact the HR&D Department on 020 7832 5096/5260 or 5122.