



## **Application for Employment - Additional Information**

### **Completing the Form**

We ask you to complete an application form in order that we may treat information from candidates equally. Please fill in the form using black ink, providing as much information as possible. Before completing the application form, please read the job specification and person specification carefully. These outline the key functions of the post and the skills, abilities and qualifications required of the post holder. You will need to demonstrate how you meet these requirements, or have the potential to do so. You are invited to submit a letter of application and/or a CV in support of your application. This should be attached on a separate sheet written in black ink or typed. Please include any breaks in service.

### **Canvassing**

Canvassing by or on behalf of an applicant whether directly or indirectly will disqualify candidates and the applicant is asked to disclose in writing whether she is related to any member of the Corporation. Deliberate omission to make such a disclosure will disqualify the candidate and will render the candidate liable to dismissal if such a relationship is discovered after appointment.

### **References**

If you are called for interview, we will approach your referees, unless you have indicated that you do not wish them to be contacted at this stage. They will be asked to supply information regarding your professional and technical ability, your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years. If you have indicated on your application form that you do not want references taken up at this stage, please note that any formal offer or employment would be subject to satisfactory reference being obtained.

### **Qualification Check**

Successful applicants may be asked to provide evidence on qualifications gained.

### **Medical**

The successful candidate will be required to complete a medical questionnaire and may be required to undergo a medical examination.

### **Pension**

Employees of the Corporation are eligible to join either the Teachers Pension Scheme or the Local Government Pension Scheme. All successful candidates will receive the appropriate information with their contract of employment. Please note the College operates a contracting out scheme.

### **Removal Expenses**

The Corporation has no provision for assistance with removal expenses.

## Travel Subsistence

Reasonable expenses will be paid to candidates attending interviews. However, if you refuse an offer of employment without an acceptable explanation, you may be liable to forego interview expenses.

## Criminal Convictions

You will appreciate that we must be particularly careful to enquire into the character and background of applicants for posts involving contact with young people. Many staff working at Oldham Sixth Form College are dealing with young people in the course of their employment and as such are exempt from the Rehabilitation of Offenders Act 1974. You will therefore require to declare any convictions or cautions you may have, even if they would otherwise be regarded as 'spent' under this Act. The Corporation is also entitled to check with the police for the existence and content of any criminal record of the successful applicant. The information you give will be treated in the strictest of confidence and will not necessarily debar you for consideration for this appointment.

## Smoking Policy

Oldham Sixth Form College operates a no smoking policy for all staff and students.

## Acknowledgement

In the interests of economy, only successful candidates will be contacted. If you have not heard within four weeks, please assume you have not been successful on this occasion.

## HELP AND ADVICE

If you would like to discuss any aspect of the recruitment process or need further information and advice, please contact the Personnel Department. **Telephone number 0161 287 8001.**

Thank you for your application.

