



**'Outstanding by standing out'**

## **RECRUITMENT GUIDANCE NOTES**

Applicants are advised to read these notes carefully before completing the application form. The Human Resources Department can be contacted by phone on 01453 761283, or by email at [hrrservicedesk@sgscol.ac.uk](mailto:hrrservicedesk@sgscol.ac.uk) if any further information is required.

Short listing for the position will be based on information provided on the application form only. The job description and advertisement should provide full details of the position and will assist in completing the form.

### **Immigration, Asylum and Nationality Act 2006**

Offers of employment are subject to confirmation of proof of eligibility to work in the United Kingdom. Original documents will be required at interview. Applicants who do not hold a passport confirming that they are British citizens should contact the Human Resources Department for advice about alternative documents.

### **Education and qualifications**

Applicants who are invited to interview will be required to provide original certificates for qualifications included on the application form.

### **Past employment**

Applicants should provide details of their current or most recent employer followed by past employment in chronological order. If applicants have had more than 4 employers, further details should be included on a continuation sheet. Please explain any gaps in employment.

### **References**

South Gloucestershire and Stroud College require references preferably from a minimum of two former employers. This should include the applicant's current or most recent employers. References will be obtained by the Human Resources Team and should cover a minimum of the past three years employment and/or training or education. Where an individual has been with one employer for five years or more one reference may be sufficient. Applicants with no previous employment should, if applicable, provide details of a contact at their university, college, school or training centre. Applicants who have been self-employed should provide details of an accountant who can be contacted to verify dates of self-employment. References are taken up upon verbal acceptance of an offer of employment and on occasion the College will take up references prior to interview. Applicants must tick the box on the application form if the current employer should not be contacted prior to interview.

Please note, if the role you are applying for would include working with young people we may also seek a reference from your most recent similar employer (if applicable) if this is not one of the two referees.

Applicants who have difficulties providing referee details should contact the Human Resources Department.

## **Personal statement**

This information is the most important part of the form for short listing.

The advertisement, job description and person specification detail the qualifications and experience that are required for the position and applicants should use this space to demonstrate how they meet those requirements. Applicants may wish to include details of any paid or unpaid experience, hobbies or other interests which could support their application.

## **Disability Confident scheme**

As part of the 'Positive about Disabled People' commitment, South Gloucestershire and Stroud College guarantees an interview to applicants who meet the minimum short listing criteria and consider themselves to be disabled according to the Equality Act 2010 definition of disability which is generally defined as *'someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities'*.

If you would like your application to be considered under the Disability Confident Interview Scheme, please indicate this on the application form.

## **Closing date**

The closing date for applications is advised in the advertisement. Applicants should contact the Human Resources Department if difficulties arise in submitting their application by the closing date.

## **Interviews**

Applicants who are selected for interview will be informed by email within 3 weeks of the closing date. Applicants for lecturing positions may be required to carry out a 'Micro teach' and/or presentation and details will be included with the interview invitation. Testing may form part of the interview process for other positions and details will be included with the interview invitation.

Please note, the College is unable to pay interview expenses incurred by applicants for travel to and from the College, or for hotel accommodation or subsistence.

## **Feedback for unsuccessful applicants**

All applicants are invited to apply for feedback on their application by contacting the Human Resources Department [hrrservicedesk@sgscol.ac.uk](mailto:hrrservicedesk@sgscol.ac.uk). South Gloucestershire & Stroud College makes every effort to ensure that each stage of the recruitment process is fair, clearly set out and non-discriminatory. Applicants who consider that the process was not conducted correctly should submit full details of the complaint in writing to the Head of Human Resources, to enable an investigation to be carried out. Complaints must be received within 6 weeks of the closing date for those not shortlisted for interview and 2 weeks following confirmation of non-appointment for those interviewed.

## **The GDPR and the Data Protection Act 2018**

All of the information supplied with this application form will be processed in accordance with the above regulation. The information provided will be used for the sole purpose of appointing to the specified position. A paper / electronic copy of submitted information may be kept on file for a period of up to one year in a secured environment after which it will be destroyed in a confidential manner. Please indicate on the form if you do not wish your information to be retained.

## **Equal Opportunities monitoring form**

Applicants should complete the monitoring form as part of the online application process. Information contained on the form will only be used for statistical and monitoring purposes.

## **Safeguarding**

Any details relating to 'Criminal record' are not seen by the recruiting manager during short listing.

Positions with South Gloucestershire & Stroud College are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended. You are therefore required to declare whether you have any existing or relevant pending criminal convictions (or cautions or bind-overs) including those which are spent. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are protected and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of the cautions and convictions can be found on the Disclosure and Barring Service Website. <https://www.gov.uk/government/collections/dbs-filtering-guidance>.

Applicants who have a "non-protected" conviction, caution, reprimand or final warning should provide details and dates and email to [hrrservicedesk@sgscol.ac.uk](mailto:hrrservicedesk@sgscol.ac.uk) marked Private and Confidential including the Job Reference. A member of the HR team will contact you. Please find below a link which may support you in this process.

[Check when to disclose cautions or convictions - GOV.UK \(check-when-to-disclose-caution-conviction.service.gov.uk\)](https://www.gov.uk/guidance/check-when-to-disclose-caution-conviction)

For all roles with the college, applicants who are invited to interview will be required to provide relevant ID documents for completion of a Disclosure and Barring Service (DBS) Application. Relevant ID documents guidance can be found at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>. Please note, for overseas applicants, please see DBS Application guidance at <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#overseas-applicants>. The level of disclosure required is indicated on the job description. Having a criminal record will not automatically bar applicants from employment with the College. The decision will depend on the nature and circumstances of the offence.

A copy of the recruitment of ex-offenders policy, the Secure Storage Handling, Use, Retention and Disposal of Disclosure Information and the DBS Code of Practice is available on request

## **Contact details:**

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Berkeley  
GL13 9PA  
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