



Warrington Collegiate

INFORMATION GUIDE FOR APPLICANTS

The following information is designed to assist you, please read this guide before completing your application form.

1. Equality and Diversity

We welcome and encourage applicants from under represented groups. As part of our commitment to equality of opportunity we welcome applications from individuals regardless of gender, race, creed, disability, marital status, sexuality or age and endeavour to ensure that each and every applicant receives equitable and fair treatment throughout the recruitment and selection process. We aim to make the College a place where diversity is welcomed and people can work and study free from discrimination. In order to achieve this, every member of staff and student is expected to comply with and to promote the Equality and Diversity Policy.

On request we can provide information in a variety of formats for disabled applicants i.e. in large print, on computer disc (compatible with Microsoft Word) or audio tape format. Please do not hesitate to contact the Human Resources Department directly on 01925 494227 to discuss how we can assist you in your application and make the selection process accessible and fair.

The disclosure of disability on the application form at this or any further stage of the recruitment and selection process will in no way prejudice an applicant's opportunity of employment at Warrington Collegiate, and could help us to provide any necessary adjustments which may be needed to support you.

2. The Application form

All applicants are required to complete the College's Application Form using black ink or typewritten. CV's may be attached as part of your application. Should you require advice or guidance regarding completing the application form, please contact the HR Team.

3. Job Description

You are advised to read the job description, which outlines the key responsibilities and duties of the post. Please note, however, that the job description reflects the position at the present time only, and may be changed in job content, or may require the post holder to undertake other duties.

4. Person Specification

The Person Specification outlines the skills, abilities, qualifications and experience which are needed to do the job. It is important therefore to clearly show on your application how your skills, abilities etc meet each item on the Person Specification. Applications which fail to meet the essential requirements for the post will not be shortlisted for interview. Also please indicate your motivation for applying for this post.

5. Criminal Record/Recruitment of Ex-Offenders

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. In order to verify an individual's suitability for appointment the successful

applicant will be required to obtain a Criminal Records Bureau Disclosure before confirmation of appointment. For further information please see our CRB Ex-offenders Recruitment Policy (included in your application pack, or download from the web site).

6. Qualifications

Candidates will be asked to provide evidence of qualifications gained which are relevant to the appointment when attending for interview. The College requires that all Academic staff have a Literacy and Numeracy Level 2 qualification obtained within the last 2 years. You will be required to bring these certificates to interview. If you do not hold evidence of achievement of these qualifications you will be required to complete the 2 computer based tests as part of the interview process.

For Academic appointments, evidence of formal teaching qualifications, ie PGCE, Certificate of Education, will be required. You will also be required to bring to interview written evidence of your teaching and learning observation, grade 2 or above in line with OFSTED from your current or most recent teaching post, and also your up to date Continuing Professional Development record, and the Institute for Learning proof of membership.

7. Interviews

Candidates shortlisted for interview will be notified via email (where an email address has been provided), alternatively if you prefer to be contacted by letter please state this in your application. You will be given full details regarding the interview process and you will be requested to confirm your attendance. You will also be asked to bring to interview identification documentation, (please see Asylum and Immigration Act 1996 paperwork enclosed in your application pack or download from the web site).

If you are invited to attend for interview and require any special arrangements to be made, please complete the Guaranteed Interview Scheme section included in the application form.

8. References

If you are invited to attend for interview, the College may approach your 2 referees prior to the interview date. Please indicate on the application form if you do not wish them to be contacted at this stage.

9. Offer of Appointment

Offers of appointment will be made subject to satisfactory references, pre-employment health clearance, confirmation of your right to work in the UK, evidence of qualifications, and CRB Disclosure.

For further information or advice please contact the Human Resources Department on 01925 494227 or email jobs@warrington.ac.uk

Please return your completed application form to the Human Resources Department, Warrington Collegiate, Winwick Road, Warrington, Cheshire, WA2 8QA, or email to jobs@warrington.ac.uk. Please ensure your application reaches us by the closing date.

An acknowledgement will be sent to anyone enclosing an SAE. Due to the volume of applications we receive, unfortunately we are unable to let unsuccessful applicants know the outcome of their application. If you have not heard from the College within 6 weeks of the closing date you may assume that your application has been unsuccessful on this occasion.

Thank you for the interest you have shown in this vacancy.