

HOW TO MAKE A GOOD APPLICATION

General Points

- Complete the application form neatly, fully and accurately.
- The form may be typed, completed online or hand-written but in the latter case do make sure that it is legible and that you use black ink.
- On the front page indicate clearly for which post you are applying.
- Do not send a duplicated curriculum vitae or large quantities of appended material. A concise application will receive a much more favourable response. College Managers are accustomed to standard presentations of information.

Present Post

- Make it quite clear what your present post is, which establishment you work in, and who your employer is. We need to know your grade, length of service, and what your current job responsibilities are.

Qualifications

- You must state the subjects associated with your qualifications together with the Awarding Body. If you hold an Honours degree please give the class and division.

Referees

- Applicants are asked to note that suitable referees are people who have had direct, recent experience of the work of the applicant and who are in responsible positions.
- Personal references (e.g. from neighbours or social acquaintances) are generally of little help to the selection committee. Please state clearly the referee's position in relation to the applicant.
- The College may write to referees at the same time that the candidates are invited for interview and they are the only ones consulted.

Previous Employment

- When completing the section on previous employment, it is important to offer a continuous record, or an explanation of any gaps (e.g. for child raising, voluntary work).

Monitoring

- In order that the College is able to monitor its recruitment process in line with its equal opportunities policy, you are asked to complete the inserted Equal opportunities monitoring sheet.

The Supporting Statement

- The supporting statement is regarded as a very important part of the application and candidates are asked to make statements which demonstrate how their qualifications and experience match the criteria outlined in the person specification/selection criteria.
- Please include any experiences gained from outside the formal context of education (such as child rearing).
- You should contain your Supporting statement to a maximum of two sides of A4.

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The Completed Application

- When completed, please read through your application carefully, checking for errors or omissions.
- Make sure of the quoted closing date, to ensure that your application is sent to the College in plenty of time. Applications received after the published closing date will not be considered.

Candidates should be prepared to accept or refuse an offer subject (where appropriate) to a medical examination, receipt of references, proof of qualifications, disclosure check and final confirmation by the Corporation.

Candidates who accept an offer may wish to expedite any outstanding references as no formal confirmation of employment is made by the College until all necessary references, etc. have been received.