



Human Resources Department

Completing Your Application Form Guide

Introduction

Thank you for considering applying for a position with Bolton College.

The application pack is available in different formats including large print, tape and Braille. Please contact the Human Resources Department if you would prefer to receive the application pack in one of these alternative reading media.

Your application form provides the information that determines whether you will be invited to attend the next stage of the selection process.

It is important to complete it as fully and as accurately as possible. This guidance note is designed to assist you with this process.

The College shortlisting panel will assess your application form against the requirements outlined within the person specification for the post. You will have received a copy of this document within the application pack.

Prior to completing the application form you are strongly advised to read the job description and person specification, this will enable you to tailor your application form content to demonstrate how you meet the required criteria.

You should complete all parts of the application form. If you think that some parts do not apply to you, please indicate this in the spaces provided for your answer.

If you need to submit additional sheets in support of your application due to there not being enough space

on the form itself you are welcome to do so. Please attach these sheets securely and mark them clearly with sheet numbers and the job reference number for the post that you are applying for.

Monitoring Information

Bolton College recognises that society is enriched by diversity. Therefore we are committed to building a workforce that is valued, diverse and able to serve the community as best it can.

We base our recruitment decisions on a candidates qualifications and merit and equally on the needs of the College. We establish terms and conditions of employment on the needs of the College and not on any discriminatory grounds.

We have made a positive commitment to employing disabled people. This means that all applicants with a disability who meet all the essential shortlisting criteria for the vacancy on offer will be automatically guaranteed an interview. This being the case please complete the monitoring information as it helps the College to determine whether our Equal Opportunities policy is working with regard to recruitment and selection.

This does not form part of your application, but helps us in developing our approach to equal opportunities and ensure we are meeting our public sector duties in regards to monitoring our recruitment processes.

General Guidance Points

1. Complete the application form neatly and clearly. If you are handwriting the application form please complete using black ink. You can also type your form or submit your response by tape.
2. Complete the application form accurately. For example, check that information for your previous employment and for your qualifications are correct.
3. If you cannot fit the information on the form use extra sheets, making sure they are clearly referenced, we would kindly ask you not to use more than one extra sheet (two sides). Please do not put your name on the additional sheets as they must remain anonymous.
4. Please do not send a Curriculum Vitae (CV) to us. Our forms only ask you for the information, which we need. Your opportunity to tell us about why you want the job comes in your supporting statement.
5. Make it quite clear what your present or past jobs have been. We are also interested in experience gained in voluntary work or while working at home.
6. Show clearly what your relevant qualifications are, where you gained them, together with details of grades attained.
7. If you consider yourself to be disabled you may wish to claim a guaranteed interview. To be eligible you must meet all the essential criteria as stated in the person specification.
8. Insert the full details of your two references who are willing to complete a reference request for you, these should not be friends or relatives of yours.

Writing Your Supporting Statement

1. Read the job description and person specification through carefully so you know what the job involves and the range of expertise required.
2. In rough, prepare a list of your previous work and other experience. You may have transferable skills and you should refer to these if you think that they are relevant to the job.
3. Review your skills and experience comparing them with those required in the job.
4. Start with a rough draft. It's a good idea to start with an area you feel is most important to the job or something, which you think you, are strongest in.
5. Give examples and evidence to show why you think you have met the skills and abilities criteria for the job on offer.
6. Use positive statements about yourself, e.g. "I have..." rather than "my last employer has ..."
7. Make meaningful statements, that give support how you meet the criteria for the post on offer.
8. Some people find it a good idea to show their draft to a friend or colleague. They will be able to comment on the overall impression your statement gives, and may be able to think of things that you have achieved. It is important not to undersell yourself!.
9. Make sure that you have said something to cover each of the points on the person specification.

Some candidates find it helpful to number their points to match the criteria.

10. When you are happy with your statement write or type it up in a readable format.

Please note: Applications not received by the closing date will not be considered !

Guidance for Transgendered Applicants



We welcome applications from individuals who identify themselves as transgendered. We provide a designated contact within our HR Department to assist you with the application process. Please read the following notes prior to completing your application.

When completing the diversity monitoring form if you do not wish to identify yourself as transgendered you may leave this section blank, or you may wish to return the form in a separate envelope.

You will not be asked to disclose previous names until an offer of employment is made. At this point you will be asked to complete a form detailing previous names; this will be treated confidentially and will only be held by designated individuals working within the Gender Recognition Act 2004 (GR Act 2004) with respect of disclosure of protected information. The College would treat information about transgendered applicants and staff as though they are covered by the GR Act 2004 whether or not the individual has applied for or been granted a Gender Recognition Certificate.

Successful candidates may be required to obtain Criminal Records Bureau clearance. There is a designated process for transgendered individual to follow in relation to this and assistance can be obtained from the named contacts.

The designated contacts for transgendered applicants are :-

Jane Marsh - Director of Human Resources
David Chorlton - Human Resources Manager

What happens next ?

After the closing date, the Human Resources Department ensures that all application forms (without the equal opportunities monitoring forms) received are sent to the appropriate manager who will act as a chair of the shortlisting panel.

Shortlisting usually takes place within two weeks following the closing date for applications. If you have not heard from the College about your application within three weeks of the closing date you are to presume that you have not been successful on this occasion.

A panel of at least two people will select the shortlist for interview. The shortlisting is based on the information on the application form. Each applicant is assessed against the person specification for the post and those who most closely meet the criteria are selected for interview.

The shortlisted candidates will be contacted and asked to attend an interview and will be advised of any special arrangements such as tests or presentations for the interview day. Candidates will normally be advised of the results as practicable after the interview.

References for all shortlisted candidates may be requested before the interviews are held, unless indicated to the contrary on the application form.

All appointments are conditional upon receipt of references, DBS, proof of qualifications if required and a medical report satisfactory to the College.

A written offer of employment will be sent to the successful candidate as soon as practicable after the interview.

Finally...

We endeavour to ensure that every stage in our recruitment and selection process is fair and equitable.

We do hope you feel that you have been treated fairly and helpfully, even if you are not successful in your application.

If you are unsuccessful and feel that feedback on your application and/or interview would be helpful, please contact the Human Resources Department who will be pleased to arrange for this to be given to you.

If you are still dissatisfied, please do write to the HR Manager who will ensure that the matter is properly investigated.

Once again thank you for considering applying for a position with Bolton College.

Finally good luck with your application!

Bill Webster

Principal / Chief Executive,
Bolton College.