



## Guidance Notes for Applicants

- 1 A recent photograph **MUST BE** attached to the front of this application form. This is to assist with identification of those attending interview in accordance with Child Protection Guidelines.  
**(APPLICATION FORMS MAY NOT BE ACCEPTED WITHOUT A RECENT PHOTOGRAPH).**
- 2 You should read the job description and personnel specification carefully. Applicants will be shortlisted in relation to the essential criteria. However this may be enhanced by the panel at short listing, if this is necessary to achieve a suitable number for selection.
- 3 Each member of the selection panel dealing with the appointment will be given a copy of your application form. **Do not**, therefore, include covering letters, additional information sheets, curriculum vitae (CV), references, examination certificates or indeed any other documents with your application. If you do they will not be considered.
- 4 Your application will be shortlisted solely on the basis of information provided by you on this application form. Members of the selection panel are not permitted to make assumptions about you or take account of any personal knowledge they may have about your qualifications/experience. You must therefore ensure that the application form is completed fully and concisely.  
**NB: Each aspect of the criteria indicated in the job description should be addressed in your application form.**
- 5 The panel reserve the right to enhance the criteria therefore it is important that you detail all qualifications and experience.
- 6 If you hold overseas qualifications please identify on the application form the UK equivalent level to facilitate short listing.
- 7 Applicants should note that only qualifications held at the closing date of the advertisement can be considered by the selection panel. Qualifications obtained after the closing date will not be considered. Applicants should state clearly on the application form subject(s), level/grade attained and date awarded.
- 8 For information on the level of qualifications you can access the Qualifications and Credit Framework (QCF) website [www.accreditedqualifications.org.uk/index.aspx](http://www.accreditedqualifications.org.uk/index.aspx).
- 9 If you are recommended for appointment or deemed suitable for appointment and placed on a waiting list the offer will be subject to satisfactory completion of a health declaration and, if necessary, attendance at a medical examination. The offer will also be subject to satisfactory completion of a criminal history check including an assessment of suitability to work with children and vulnerable adults (see application form, page 12). Convictions, including those that are conflict related, do not necessarily debar an applicant from obtaining employment. You will be required to pay the College an appropriate fee for ISA registration (if applicable) and a criminal record check. Payment of relevant fees does not guarantee appointment. Verification and documentary evidence of **all** the qualifications listed on your application form will be required; any discrepancies may result in the offer of employment being withdrawn. It is advised therefore that you do not claim qualifications if you are unable to provide evidence of achieving them. Original examination certificates are required for qualifications that form the essential criteria for the post.

## **GUIDANCE CONTINUED.....**

For any other qualifications claimed, evidence in the form of the original examination certificate, official statement of results or a letter from the School or awarding body etc, is acceptable. Your offer is also subject to receipt of satisfactory references (see application form, page 9) and the provision of photographic identification.

- 10 All relevant information provided in the application form will need to be verified. This may include the use of external sources.
- 11 If you take up an appointment you should note that you may be required to work at any of the College's buildings as necessary and that a no smoking policy is in operation at all buildings.
- 12 The main groups who are not subject to immigration control in the UK, and who the College can employ without restriction are:

British citizens;

Commonwealth citizens with the right of abode;

Nationals of countries in the European Economic Areas identified in the table below (EEA) or Swiss nationals;

Family members of nationals from EEA countries and Switzerland, providing the EEA national is lawfully residing in the UK.

Austria	Belgium	Cyprus	Czech Republic	Denmark	Estonia
Finland	France	Germany	Greece	Hungary	Iceland
Ireland	Italy	Latvia	Liechtenstein	Lithuania	Luxembourg
Malta	Netherlands	Norway	Poland	Portugal	Slovakia
Slovenia	Spain	Sweden	United Kingdom		

Members of A2 countries (Bulgaria & Romania) are subject to worker authorisation unless exempt. Evidence of Valid Accession Worker authorisation is required prior to appointment or documentation to confirm exemption from authorisation.

Please note that Swiss nationals have the same rights as EEA nationals. All other country members require a work permit to work legally in the UK. If you are recommended for appointment a check will be made to ensure you are eligible to work in the UK. Failure to provide the appropriate documentation may result in any offer of appointment being withdrawn.

- 13 Disability (See Page 1). If, as a direct result of a disability you can not fully meet the essential experience requirement of the criteria for this post, the College will waive this requirement.
- 14 An application form completed by another person and verified by you as the applicant at the bottom of the last page is acceptable so long as it contains the required information. However, the application form can be made available in alternative formats on request and is available on our website, [www.nwrc.ac.uk](http://www.nwrc.ac.uk).
- 15 If you are called for interview please contact the College if you require any special facilities.
- 16 You should submit a separate application form for each post for which you wish to be considered. Before posting your application please ensure that the application form is duly completed and signed and returned to the address stated on Page 13 of this form not later than **the closing time on the closing date**.

## **GUIDANCE CONTINUED.....**

- 17 If you have any queries in relation to the selection process or indeed any other queries, please contact staff in the Workforce Development Department in the first instance. You should not make a direct approach to any other member of staff of the College or any member of the Governing Body. If you do your application may be disqualified.
- 18 The College is committed to promoting equality of opportunity and good relations in accordance with Section 75 of the Northern Ireland Act 1998.

## **CHECKLIST**

Before posting your application form you should ensure that:

- (a) the equal opportunities monitoring form is fully completed;
- (b) the pre-employment disclosure form is completed AND signed;
- (c) if you download your application form, all pages are included;
- (d) you have attached a recent photograph;
- (e) the application form is duly completed and signed and returned to the address stated on the application form;
- (f) the application form is returned not later than **the closing time on the closing date.**

**Failure to address the items on the above checklist may lead to your application being rejected.**