

## Notes for Applicants

If you are interested in this role, please refer to the information on the College website [www.colchsfc.ac.uk](http://www.colchsfc.ac.uk) before completing an application.

To apply please download, complete and submit a College application form by email to [humanresources@colchsfc.ac.uk](mailto:humanresources@colchsfc.ac.uk)

You should indicate on the application form how you meet the requirements shown on the job and person specification.

Please include full qualification and education history for GCSE onwards.

Gaps in chronological dates relating to education and employment history etc. without explanation may result in your application not being put forward for shortlisting.

Unaccompanied CV's and other third-party application forms will not be accepted.

Please note that our interview process will require that all shortlisted applicants attend the College in person as you will be expected to undertake a student related task. We do not therefore offer a remote interview process.

If you require reasonable adjustments to be made in order to assist you at interview please indicate on your application, or after you have been invited for interview, so that appropriate support can be put in place.

References may be requested before shortlisting takes place. Please do not assume that this will guarantee an interview.

Any personal information entered on this form will be held on computer files in line with our Privacy Policy.

Original documentary evidence of status (including degrees and/or diplomas) will be required of applicants shortlisted for interview. Supporting evidence of military service, industrial, commercial and other experience may be required for salary assessment purposes. Such documents should not accompany this form.

The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check because the post being applied for will provide an opportunity for access to children or young persons. Proof of ID will be required.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Shortlisted candidates will therefore be required to disclose any unspent criminal convictions or cautions reprimands or warnings. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the College.

Social media checks will also be undertaken.

In accordance the with Immigration, Asylum and Nationality Act the successful candidate will be required to provide proof of the right to work in the UK. The College is not able to sponsor employment in the UK.