



Application Guidance notes

Please read the following guidance notes before completing your online application.

Job Description and Person Specification
<ul style="list-style-type: none">• Job description or summary This tells you the main purpose, tasks and responsibilities of the job.
<ul style="list-style-type: none">• Person specification This sets out the knowledge, experience and skills you need to do the job. These criteria are used to determine the most suitable candidate(s). "Essential" criteria are those which you must have to carry out the responsibilities of the job. The person specification will show you which criteria will be used to shortlist candidates for interview. "Desirable" criteria may also be included. These are extra requirements which may be considered if we receive a large number of applicants who meet the "essential" criteria.
<ul style="list-style-type: none">• Shortlisting Shortlisting will be based on candidates providing evidence to demonstrate that they possess the qualifications, knowledge, skills, experience and competencies required for the role.

Application

If you want to apply for more than one position, please apply online for each job.

The following information will be required in order for you to complete the online application:

- your national insurance number (if you have one);
- your immigration status (if applicable);
- details of your qualifications (including dates awarded);
- details of all previous employers (including whether full-time or part-time, salary and the month/year of starting or leaving employment)
- an explanation of any gaps in employment; and
- your supporting information - refer to the person specification to ascertain what kind of information you need to provide that will demonstrate your suitability for the role; and
- contact details for at least two referees covering a period of 3 years employment. One should be your current or most recent employer. Please ensure that you have sought their permission to provide their details within your application

Supporting Statement

- Please tell us anything that you think is relevant to the job in terms of your knowledge, experience and skills. Please give enough information so that we can judge your suitability for the job.
- Select examples which best show how you have demonstrated the skills, knowledge and experience asked for. It is essential that the evidence is written concisely in your own words and relates directly to the role in question. If any of your examples refer to team achievements it is important that you clearly set out your personal contribution.

Equal Opportunities

- Please complete the Equal Opportunities Monitoring information. This information is confidential and it is not available to the recruiting panel. The information you provide is used for monitoring purposes to ensure that we are acting fairly when we employ people.
- If you have a disability which prevents you from meeting any of the criteria, tell us about this. Please tell us what we could do to help you meet the criteria. If you have a disability we will offer you an interview as long as you meet the essential requirements of the job.
- The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities which has lasted or is likely to last for at least 12 months or is a specified medical condition.

Conditions of job offer

Any job offer made following interview is subject to:

- your acceptance of the terms and conditions contained within the offer letter
- a mutually agreed date of commencement
- the receipt of at least two satisfactory references (covering the last 3 years), one of which should usually be from your present or most recent employer
- receipt of a satisfactory medical report from our Occupational Health Provider of your fitness to undertake the duties of the post
- evidence of professional qualifications and essential requirements, such as a clean driving licence
- a satisfactory DBS disclosure
- evidence of eligibility to work in the UK

For further queries regarding completing your application, please email recruitment@croydon.ac.uk

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