

Guidance Notes and Information for Applicants

Thank you for the interest you have shown in working for Joseph Chamberlain Sixth Form College. This information is provided to help you to complete your application form. If you have any queries about the completion of the form, please contact the Personnel Department.

Completing the application form

Please complete all the sections of the form as fully as possible.

The application form is an essential part of Joseph Chamberlain's recruitment process. The information you are asked to provide is used, together with your statement, to decide whether or not you are shortlisted for interview. It is also used during the interview process itself. If you are applying for a teaching or curriculum based role, please complete the examination results form provided (applicants who are still completing their PGCE course need not complete this).

The job description outlines the main duties of the post and the person specification sets out the essential and desirable criteria for the post. Please read both of them carefully before completing the application form. Please note that CV's are not accepted.

Closing Date

Please take note of the closing date for applications and ensure that your application is submitted in plenty of time. Applications received after the deadline will be marked late.

Safeguarding

Joseph Chamberlain College is committed to safeguarding and promoting welfare of children and young people and expects all staff and volunteers to share this commitment. Out vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children, Schools and Families.

Disclosure of Criminal Convictions (Rehabilitation of Offenders Act 1974)

All posts at the College are exempt from the Rehabilitation of Offenders Act 1974. This is because all our posts involve working with students under the age of 18 and/or with vulnerable adults. You must therefore, declare all convictions – spent or unspent, including cautions and bindovers.

You should note that if you fail to disclose any convictions, then this may result in any offer of employment being withdrawn or your dismissal, if already appointed.

Personal Information

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declaration at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of nine months and are then destroyed. Any false information is an offence and could result in your application being rejected or dismissal if you have been selected.

Pre-employment Checks

All posts are subject to receiving satisfactory enhanced criminal disclosure clearance, two satisfactory references and a medical clearance from the College's occupational health provider.

Candidates with a Disability

The College is a Disability Symbol User. Short-listed candidates with a disability needing any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Personnel Manager.