APPLICATION FORM GUIDELINES

GENERAL

This is a standard application form completed by all applicants for positions at Hartpury College including internal applications. For photocopying purposes, please complete this form in **black** ink. It may be handwritten or typed. All information provided will be treated in the strictest confidence.

COMPLETING THE FORM

The application form is the first part of the selection process and will be used to select applicants for interview or the next stage of the process. Please complete the application form in full. It is important that you provide details which you consider to be relevant to the position as detailed in the job description and which demonstrate your suitability for the position.

REFERENCES

It is our policy to obtain references during the selection process. All offers of employment are subject to satisfactory references. Where possible we would like to obtain one reference prior to interview. Please indicate on the application form which of your referees you would be happy for us to contact prior to interview. Internal applicants need not complete this section. However, it should be understood that your current (and in some cases, previous) line manager will be contacted for a reference. You may supply details of other referees in addition to these, if you wish.

CANVASSING EMPLOYEES OF THE COLLEGE

Canvassing employees of the College whether directly or indirectly, in an attempt to gain preferential treatment in connection with an appointment will disqualify you. This provision does not prevent a member of staff providing a reference of your ability, experience or character for submission with an application for appointment.

DISCLOSURE OF CRIMINAL CONVICTIONS

Hartpury College must be particularly careful to enquire into the character and background of any person who may teach, supervise or have access to young persons. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that all convictions and offences of whatever nature (including motoring offences) and whenever they were committed must be revealed when applying for employment. Criminal Records Bureau disclosures will be required for successful candidates.

EQUAL OPPORTUNITIES

Hartpury College seeks to ensure that all existing and potential employees are given equal opportunities. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation and religious background. The College will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified. Please help us to monitor the effectiveness of our policy by completing all parts of the Equal Opportunities monitoring form and enclose it with your application form. The information is confidential and does not form part of your application.

IF YOU HAVE A DISABILITY

If you have a disability, and you are invited to attend an interview, please indicate your requirements on the Equal Opportunities monitoring form and we will endeavour to make special arrangements for you, and where justified and reasonable, make adjustments to the role for which you are applying.

DATA PROTECTION

The information provided on the application and monitoring forms will be used in the recruitment process and may form the basis of some personnel records for the successful candidate. Information is process and stored within the provisions of the Data Protection Act 1998.

WHAT HAPPENS NEXT?

Due to the number of application we receive we will only write to you again if you are invited for interview. If we have not responded to your application within four weeks of the closing date, please assume that your application has been unsuccessful.

Whatever the outcome of your application, may we thank you for your interest shown in working at Hartpury College and we wish you every success for the future. If your application has been unsuccessful, please do not be discouraged to apply for future vacancies.