



General Notes

Please ensure that you complete the application form in full including the equal opportunities monitoring form otherwise your application will not be accepted and returned to you. Applications should be completed electronically or by hand using black ink and in capitals. Any continuation sheets must be attached to the application.

Completed applications must be returned by the closing date shown on the job advertisement. Applications received after the closing date will not normally be accepted.

Please do not submit a Curriculum Vitae as it will not be considered.

Your application will be treated in the strictest confidence. The privacy notice sets out why we are able to process your information, what purpose we are processing it for, how long it will be kept for, and what your rights are.

The information that you provide in your application form and other supporting information is the only information we will use in deciding whether or not you will be short listed for interview.

The information provided on the application form will be assessed against the criteria on the Person Specification and used to decide who will be shortlisted and invited for interview. Shortlisting will normally take place within two weeks' of the stated closing date. You will be contacted by e-mail or letter regarding the outcome of the shortlisting process.

You will normally be given two weeks' notice of the interview date and interview dates cannot normally be changed unless there are exceptional circumstances. Interviewees will be required to take evidence of any appropriate qualifications referred to in the Person Specification with them to interview. This also applies to membership of any professional bodies.

Applicants have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. Any complaint must be lodged in writing to the Principal. Your complaint will be investigated thoroughly and a statement on the outcome of the investigation will be made available to you.

Part 1 of the form is for HR purposes only. This section will be removed prior to the assessment of applications. Part 2 of the form is for consideration by the selection panel. The final section is the Equal Opportunities Monitoring form. This will be separated from your application before the consideration of candidates takes place.

Additional Notes on Part 1

Relationship with College Board Member/ Manager

You are asked to indicate whether you are related to a College Board Member or Manager in the College. This is to ensure the integrity and fairness of the process.

Disabled Applicants

We have made a positive commitment to employing disabled people. Reasonable adjustments will be made to the recruitment procedure as required in consultation with the applicant to ensure no-one is disadvantaged because of their disability.

We guarantee to interview anyone with a disability who meets the essential requirements for the post. Please indicate on the form if you would like your application to be considered under the terms of this guarantee.

If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview. If there are any adjustments you require us to make to the shortlisting process, or any information you wish us to take into account when considering your application, please let us know.

Additional Notes on Part 2

Current or Most Recent Employer

Start with your current or last employer and then list the work experience you have gained previously. Please detail any gaps in employment as fully as possible. If you have never been employed or have been unemployed for some time, please give details of other experience or training. Please also provide details of any unpaid or voluntary work. Further information may be added on a separate sheet if necessary.

Education and Qualifications

All qualifications should be listed with your highest level of qualification first. If your period of study was longer than normal to obtain the qualification please explain why (eg part-time or distance learning study).

Further information in Support of Application

This section offers you the opportunity to promote yourself and explain why you should be chosen for the job. You must demonstrate that you have the necessary skills and experience to apply for the position, as identified in the job description and person specification, and provide examples of how you meet the criteria for the post.

References

Your referees should include your existing or most recent employer, to whom reference may be made in support of your application concerning your professional ability and performance at work.

If this is your first job, one reference should be from your head teacher, lecturer or similar. You should not use family members or friends as referees.

Referees will only be contacted once a conditional offer of appointment has been made. Please ensure your referees are in a position to respond promptly as no appointment will be confirmed without receipt of satisfactory references.

Equal Opportunities Monitoring

Lews Castle College UHI is committed to ensuring that all candidates are treated on the basis of their merits and abilities, and that unfair and unlawful discrimination or inequality is eliminated.

In order to check the effectiveness of our Equal Opportunities Policy we monitor a range of areas where people could experience discrimination.

This Equal Opportunities Monitoring form will be separated from your application before consideration of candidates takes place and will not be available to those in the selection process.

Your answers will be treated in the strictest confidence and all data disclosed will comply with the Data Protection Act 2018. Further information is set out in the Privacy Notice available at <https://www.lews.uhi.ac.uk/about-us/privacy/privacy-notices/>.

We will store the data confidentially, with access limited to the administrator of the HR account. Your anonymised data may be included within reports produced to demonstrate and allow meaningful investigation of our compliance with the Equality Act 2010.

While it is voluntary to disclose this information providing the data will help us to have an inclusive environment for all staff and students, and to identify and remove barriers in our practice.