

Thank you for your interest in working at Leicester College. We want you to have the best possible chance of finding the right job within the College. The applicant guidance notes have been designed to help you create a good application so please take a few minutes to read through the information before filling out the application form. Further advice is available from our Human Resources Department Team on 0116 2295553

**Registering/Creating an account**

If this is your first time in applying for a position online at Leicester College you will need to register and create an account before you can apply. Select ‘New User Registration’ and fill in the information. Your username and password must be a minimum of 6 characters. Once you have registered an email confirming your username and password will be sent to the email address you registered with.

**Forgotten password**

If you have forgotten your password use the ‘Forgotten password’ link.

Enter the email address you registered with and your name and submit the form. You will be emailed a new password.

If you wish to change your name or your registered email address this can be done through the ‘My profile’ link. Change the details as appropriate remembering to save them. Internal applicants are not able to change their information.

**Creating Job Alerts**

If you wish to keep informed of when a vacancy matching your requirements is published, you can set up ‘job alerts’. You will be emailed to notify you of this vacancy. To use this service, simply add your search parameters, for example you may be searching for role that is fixed term and part time, and click 'Search'. When your search results are displayed, click on the text at the bottom that says 'Click here to save this search as a job alert'. You will be prompted to login or create a new web recruitment account if you have not already done so.

To change the email address these alerts are sent to please log into the ‘My Profile’ section and change your email address. Please note this will also alter where your submitted form notifications will be sent.

If you are experiencing any difficulties completing the application, please contact via email at recruitment@leicestercollege.ac.uk or by phone on 0116 2295553.

**The Application Form**

Before completing your application form, please ensure you have the following information available:

 The Job Specification

 The terms and conditions of the advert (Salary, Working hours, Length of contract) which is found in the text of the advert

 The Job Reference Number

 The Job Title

 The Closing Date (midnight on the date stated)

 Interview date (if provided)

The application form will be your first point of contact with Leicester College.

Your application form is the main basis on which the recruiting manager decides whether or not to invite you to interview; therefore it is essential that you complete it as fully as possible. This applies equally to internal candidates. We cannot make any assumptions about your abilities and do not take into account any previous applications you have made.

CVs are not acceptable in place of a completed application form; all candidates are required to demonstrate how they meet the criteria on the person specification. In addition to this we are not able to accept supporting documentation or covering letters.

Please fill in all sections of the application form. If some parts are not relevant, write ‘not applicable’ or N/A in that space.

**Submitting Your Application**

Before submitting your application form please ensure that you take time to read through the form to check for any errors or omissions as you will not be able to make any changes once the form has been submitted. Remember that you can save your application at any time before submitting it. We will only be able to view your application form once you have selected ‘apply’.

If after completing all sections of the application form, the apply button is not available, please review the Personal Details section and ensure that you have filled in the House Name box as this is a mandatory field. If you do not have a House Name please enter N/A.

**Short listed Applicants**

The interview date is usually shown in the job advert. You will be notified by email whether or not you have been short listed for an interview **Please ensure that the email address you provide on the application form is one that we can use to communicate with you regarding your application.**

If you are invited for an interview you will need to book your own interview time slot by clicking on the link provided on your invite to interview email. If you have any problems, with booking your interview slot, please contact recruitment@leicestercollege.ac.uk

**Supporting Applicants with a Disability**

Leicester College is committed to providing disabled people with the equality of opportunity to take part in all aspects of the College. Leicester College prides itself for being a Disability Confident Employer.

Any applicant with a disability as defined by the Equality Act 2010 and who meets the essential criteria detailed in the person specification will be guaranteed an interview. Please ensure you identify any adjustments that you may require either to assist with the interview process or subsequently with the job, should you be offered the appointment.

Leicester College will be happy to accommodate any reasonable request to ensure your recruitment experience is as smooth as possible. For instance, Job Details can be made available in an alternative format, a disabled parking space can be made available for you when attending an interview.

**Following the Interview**

Following interview, should you be the successful candidate, a number of pre-employment security and medical screening checks will be undertaken. You will be required to complete separate security and medical questionnaires. Please note that it is usual for some security checks to take in the region of four to six weeks to process and this is outside of the control of the College.

**References**

Two satisfactory references, which will take into account performance and attendance, will be sought for the successful candidates. One of these references must be from your line manager from your present or most recent employer. If you do not wish the College to contact a referee prior to interview, please identify this clearly on page 6 of the application form. Providing an email address will speed up the process of obtaining your references. Please note that your referees will need your consent before releasing information about you to the College.

**Flexible Working**

Leicester College operates a flexible working policy where employees may request to work flexible e.g. term time only, mornings or afternoons only or job sharing arrangements. If you are seeking to work flexibly, please indicate the working patterns you are able to work on the application form.

**Recruitment Code**

Leicester College is committed to the fair recruitment and selection of staff - its most valuable resource. We will strive therefore to eliminate harmful discrimination and aim to promote equality of opportunity in all areas. Where appropriate, the College will use positive action to help its workforce reflect the local community that it serves. Within its recruitment practices the College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with the Leicester College Children and Vulnerable Adults Protection Policy, the College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of children and vulnerable adults receiving education and training at the College.

**Equality and Diversity**

Leicester College is committed to equality of opportunity for all and to ensure that all students, staff and visitors (including job applicants) are treated with respect, courtesy and integrity in aspects of college life. The equalities monitoring information requested from you on the application form is retained by the Human Resources Department for monitoring purposes only. It is not seen or taken into account by the interview panel when deciding who will be selected as the successful candidate for the job.

The only exception to this would be where a candidate with a disability has asked for some specific adjustments to be made during the interview process, e.g. to be accompanied at interview. In these cases, it would be necessary to inform the recruitment panel, in order for the adjustments to be made.

**Customer satisfaction**

We are committed to a high quality recruitment and selection process. If you wish to offer any suggestions or comments please email us at

recruitment@leciestercollege.ac.uk