



## **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. 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. Your application will be treated in the strictest confidence and used for specific and lawful purposes as specified in the Data Protection Act 1998.

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

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.

### Disclosure Scotland

Any offer of employment is subject to a satisfactory Protection of Vulnerable Groups (PVG) scheme check through Disclosure Scotland. This is to safeguard our staff, students and service users and information disclosed will be treated in accordance with Disclosure Scotland's good practice advice.

## **Completing the Application Form**

### Disabled Applicants

Lews Castle College UHI guarantees to interview anyone with a disability who meets the essential requirements for the post. You are asked in the application form to indicate any arrangements which may need to be made in order for you to attend an interview.

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We recognise our legal obligation not to discriminate unfairly against people with disabilities, and to make a 'reasonable adjustment' if the work premises or working arrangements place a disabled person at a substantial disadvantage compared to a non-disabled person. It is for that reason that specific questions are asked in the application form.

#### 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.

#### 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 equality of opportunity as an employer and irrespective of gender, age, disability, race, sexual orientation, religion or belief, marital status, gender reassignment or pregnancy or maternity will consider all applications on the basis of merit alone.

We are required to monitor all stages of the recruitment and selection process and the Equal Opportunities Monitoring Form will be used for monitoring and reporting purposes only. The information provided is confidential and the form will be separated from your application form prior to the selection process.

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