

Advice and guidance to applicants

Thank you for your interest in applying for a job with Dudley College of Technology.

General

The application form that you complete is used to tell us what competencies, skills and experience you have that are relevant to the role that you are applying for. In order to make the best use of this opportunity, please read the following guidance notes before completing the application form.

Please remember it is essential to complete all sections of the form. You should look to demonstrate that you meet all of the identified criteria for the role, especially the essential criteria and try to keep answers relevant and concise.

Guidance on individual sections

Some of the questions on the application form are self-explanatory, or have their own individual instructions. This guide highlights those areas that may need further explaining.

Details of previous employment

Please provide a brief outline of your most current role so that we will know what that particular job involved.

Please ensure that you provide details of all of your employment since leaving full time education.

Any gaps in your employment history must be explained.

Qualifications

Please list your qualification, grades and dates achieved or expected as requested. You will be required to provide evidence of your qualifications prior to commencement with the college.

Experience

It is important that you read the job description detailing the Essential and Desirable criteria which we have identified that the post holder will need in order to do that particular post.

In the 'General' section of the application form you will need to provide evidence and examples relating to the criteria specified for this post. These will be included in the person specification at the back of the job description. It is recommended that you do not list and

describe duties that you have performed, or simply say 'I have good communication skills', or 'I am a good team worker'. You must give specific examples that demonstrate how you have applied those skills. Your examples do not have to come from your current or previous work experience – think about your social or domestic experiences, voluntary or unpaid work, time at college or in other educational setting.

In order for us to decide which applicants to invite to interview, we assess this particular area of the application form to identify those that provide appropriate evidence of the requirements. It is important that you make sure you have given examples of the behaviours/technical activities/special requirements specified for consideration at the short-listing stage. If you do not give an example of a particular requirement, we have to assume that you do not meet those criteria.

Examples of competencies

- Team working

I worked as part of a team of 5 people when I worked at X borough council. At our weekly team meetings I suggested ideas to improve team working e.g. multi-skilling. On occasions I assisted colleagues in the invoice section to ensure that they met monthly deadlines.

- Communication (non written)

At the 'Y services company', my role involved responding to enquiries from members of the public on the telephone relating to 'A' and 'B' products. I also had daily contact with the Services Manager, arranging meetings on his/her behalf. I also liaised with service engineers at the site workshop regarding the completion of attendance records and overtime claim queries.

Disclosure of criminal background

Successful candidates will be required to undertake an enhanced disclosure and barring service check. If you believe that you have been involved in a criminal offence, then please enter the details here. If you have any doubt, please include the information and let us decide what is relevant or irrelevant. If you are offered employment, then any failure to disclose such convictions could result in your offer being withdrawn. If you have no convictions, please select 'No'.

The next steps

- Please submit your application form before the closing date in order for it to be considered.
- If you have been selected for interview, we will contact you usually within four weeks of the closing date.
- If you do not hear from us within this time, please assume that you have been unsuccessful.
- Please do not let this deter you from applying for any future vacancies for which you think you are suitable.

How are we performing?

- Written complaints, compliments and suggestions about the application process and appeals against the outcome of the short listing should be addressed for the attention of the Head of Human Resources by e-mail to humanresources@dudleycol.ac.uk or alternatively by letter within 10 working days of the receipt of notification of the outcome of your application. The Head of Human Resources will fully investigate the matter and endeavour to respond to the appellant's satisfaction within 10 working days. The Head of Human Resources decision is final and there is no further appeal against the outcome of the short listing process.

If you have any queries at any stage of the recruitment process please do not hesitate to contact the human resources department on 01384 363065.