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**APPLICATION FORM**

**A BRIEF GUIDE FOR APPLICANTS**

**PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM**

**Recruitment Policy**

Our policy is to ensure that the recruitment process is as objective as possible. All candidates are assessed against the same criteria, and every effort is made to give them an equal opportunity.

All posts have a job description and person specification. The former describes the post in detail so that job applicants are clear about the competences required, while the latter identifies the knowledge, skills and experience needed to carry out the job effectively.

**How to apply**

In order to apply for this post, you should complete the following documents:

1. This application form which includes the details as to why you are applying and asks for evidence of your suitability for the post
2. Personal details form
3. Equality and Diversity Monitoring

Please complete all of these in full.

You must give your present or most recent employer as one of your referees. If, in exceptional circumstances, you do not wish us to contact your present employer, please indicate this very clearly on the form.

References will be taken up prior to employment, and an appointment is usually offered on the condition that they are satisfactory.

**Safeguarding**

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

**Data Protection**

Please note that only the application form will be passed to the shortlisting panel. All other information provided is stored securely by the Human Resources department and is used for correspondence and monitoring purposes. This is to ensure that applicants are judged only on criteria that are relevant to the post, and therefore cannot be discriminated against in any other way.

From time to time governors of the College and outside consultants may be involved in the recruitment and selection process.

Details of unsuccessful candidates are retained for monitoring purposes, but these are destroyed, at the latest, after a period of 6 months.

**Shortlisting**

The skills, experience and qualifications in the application will be matched against the criteria in the person specification in order to shortlist applicants for interview.

**Equality and Diversity**

WQE is committed to the equality of opportunity and to a proactive approach to equality. Applications are considered solely on the basis of merit – regardless of age, disability, sex, sexual orientation, gender reassignment, race, religion or belief, marital status, pregnancy and maternity or any other irrelevant factor.

**Interview**

All candidates are asked the same core questions at interview, with some supplementary questions asked by panel members as they see fit. The competencies required by the role may also be tested by practical assessment e.g. micro teaching session, IT / written tasks.

Travel expenses may be payable, please speak to the HR department if you are successful and are invited to interview.

**Other conditions of appointment**

All appointees will be expected to provide evidence of any qualifications relevant to the post. In addition, all appointments are subject to the receipt of two satisfactory references and a satisfactory enhanced clearance from the Disclosure and Barring Service. A medical check will be required.

**Eligibility to work in the United Kingdom**

The Asylum & Immigration Act (1996) makes it a criminal offence to employ anyone whose immigration status prevents them from working in this country. To ensure that the Colleges comply with this legislation, it is a requirement that all applicants who are selected for interview provide evidence of their eligibility to work in the UK. Suitable evidence includes: National Insurance card, current passport or National Identity card, birth certificate or a current and endorsed work permit.

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| **RELEVANT KNOWLEDGE, SKILLS & EXPERIENCE** | | | | | | |
|  | | | | | | |
| **Post applied for** |  | | | **Application Reference** |  | |
|  | | | | | | |
| **EDUCATION**  **Please Note: Evidence of your qualifications will be required as part of the recruitment on-boarding checks for the successful candidate.** | | | | | | |
| Secondary Education - Name & Address of Institution(s) | | From | To | Examination(s) | | Result(s) |
|  | |  |  |  | |  |
| Further/Higher Education - Name & Address of Institution(s) | | From | To | Course(s) | | Result(s) |
|  | |  |  |  | |  |
| Professional Qualifications & Formal Training | | From | To | Course(s) | | Result(s) |
|  | |  |  |  | |  |
| Other relevant training (e.g. Fire, First Aid, etc) | | From | To | Course(s) | | Result(s) |
|  | |  |  |  | |  |

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| **PRESENT OR MOST RECENT EMPLOYMENT** | | | |
| Job Title | Date appointed | | Date left |
|  |  | |  |
| Final Salary | Reason for leaving | | |
|  |  | | |
| Name & Address of Employer | | | |
|  | | | |
| Type of work (please indicate principal duties and responsibilities) | | | |
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| **PREVIOUS EMPLOYMENT HISTORY** | | | |
| **Please list below your previous employment history, beginning with the most recent, ensuring that you cover the full period back to when you finished in compulsory education.**  **Please provide details working backwards to when you left your education provision, providing key achievement details that will help assessment of your suitability for the position which you are applying for.** | | | |
| Job Title | Date appointed | Date left | |
|  |  |  | |
| Final Salary | Reason for leaving | | |
|  |  | | |
| Name & Address of Employer | | | |
|  | | | |
| Type of work (please list principal duties and responsibilities) | | | |
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| --- | --- | --- |
| Job Title | Date appointed | Date left |
|  |  |  |
| Final Salary | Reason for leaving | |
|  |  | |
| Name & Address of Employer | | |
|  | | |
| Type of work (please list principal duties and responsibilities) | | |
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| --- | --- | --- |
| Job Title | Date appointed | Date left |
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| Final Salary | Reason for leaving | |
|  |  | |
| Name & Address of Employer | | |
|  | | |
| Type of work (please list principal duties and responsibilities) | | |
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| --- | --- | --- |
| Job Title | Date appointed | Date left |
|  |  |  |
| Final Salary | Reason for leaving | |
|  |  | |
| Name & Address of Employer | | |
|  | | |
| Type of work (please list principal duties and responsibilities) | | |
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| **GAPS IN EMPLOYMENT HISTORY** | | |
| **Please list below the detail of any gaps in your employment history dating back to completion of compulsory education, providing reasons for the gaps.** | | |
| Date from | Date to | Reason for Gap |
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| **LETTER OF APPLICATION** | | | |
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| **Post applied for** |  | **Application Reference** |  |
|  | | | |
| **Please explain: i) your reasons for applying for the post**  **ii) how your knowledge, skills and experience match those required** | | | |
|  | | | |
| **PLEASE DO NOT ADD YOUR NAME TO YOUR LETTER OF APPLICATION** | | | |