

## **Appendix 1 Recruitment & Selection – Guidance for Applicants**

The Colleges Recruitment and Selection Policy aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

We hope this guidance document provides you with the information you require to understand how we measure the above, and give you the opportunity to fully prepare yourself at each stage of the process. Section 1 takes you through the information required to apply for a job, up to submitting your application form.

Section 2 explains the next steps of the process if you are successfully shortlisted to the next stage.

### **Section 1 Applying for a Job or Voluntary Position**

#### **Stage 1 Before Completing your Application Form**

Your initial application is your first opportunity to catch our eye and tell us how you fit the criteria for the role. It is critical that you use the application process to provide us with all the information we need to support our decisions in the short listing process.

Please complete ALL sections of the application form. Your application must include a full history in employment and education in chronological order, with start and end dates. Any periods not in employment, education or training must be included and explained. If you run out of available cells on the application form, you will be given the opportunity to upload your CV before submitting your application form. Part complete application forms will not be short listed.

During the short listing process, the details which you provide within your application will be compared to the Job Description and Person Specification for the post which you are applying for. You must study the JD and Person Spec. prior to completing your application form to ensure you understand the role, and can demonstrate within your application how your skills and experience relate to the post. Please ensure you use the personal information section of the application form to identify this.

The college is committed to ensuring all its staff are working to at least Level 2 in both Literacy and Numeracy, and you should therefore be aware that the short listing process will consider the spelling and grammar used in your application. Please ensure that your Maths and English grades can be identified from your application form.

Please be aware that if your application is successful, you will be required to produce your original certificates at a later stage in the process.

#### **Stage 2 Making Relevant Disclosures**

##### **2.1 Cautions and/or Convictions**

As Furness College is an educational establishment that provides education to children and vulnerable adults, the College needs to assess the suitability of all applicants and is entitled to ask questions about your criminal record. All applicants are required to disclose information concerning criminal cautions and convictions, including spent and unspent, and must be prepared to disclose further information if required. Short listed candidates will be asked to declare this. The declaration at the end of the form is taken seriously. An application will either be disqualified or, if the applicant has been appointed, disciplinary action taken if the information given is knowingly incorrect. During the short-listing process an on-line search will be carried out as part of the due diligence on short-listed candidates to identify any incidents or issues which may have

happened and are publicly available on-line. The panel may explore these with the candidate at interview.

All candidates who are offered employment or voluntary placements within the College will be subject to a criminal records check from the Disclosure and Barring Service (DBS) and any appointment will be subject to satisfactory clearance of this check and other relevant pre-employment checks.

Furness College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background, and undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

## **2.2 Canvassing**

As part of your application you will be asked if you are related to any member of the College or College Governing Body. It is important to disclose this information at this stage so we can ensure they are not involved within the short listing process.

## **Stage 3 Equality & Diversity Declaration**

### **3.1 Monitoring**

Furness College is committed to Equality and Diversity. Our aim is to make sure that all applicants are not discriminated against on any of the grounds of: sex, age, nationality, ethnic origins, religion, sexual orientation or disability. The Colleges Single Equality Scheme aims to make sure that you are not disadvantaged by job conditions or requirements which are not relevant to your role. As part of your application you will be asked to complete an Equality and Diversity monitoring form, and the information contained within it will be used to monitor the Single Equality Scheme, making sure that it is working in practice and to see if any adjustments need to be made. The information will be used only for monitoring purposes or to make adjustments and will be treated as confidential, and will only be seen by members of the HR team. The E&D form will be removed from your application form before shortlisting takes place.

### **3.2 Disabled Applicants**

Furness College has adopted the symbol which means that any applicants who have a disability and who meet the minimum essential requirements will be shortlisted for at least the first stage of the recruitment process. Please indicate on the equality and diversity monitoring form if this applies to you, to ensure a member of the HR team acknowledges this as part of the recruitment process. If you require any adjustments to support your attendance or completion of stages of the selection process, please do not hesitate to contact a member of the HR team to discuss this further.

## **Stage 4 Submitting your Application**

Once you have completed your application form you will receive an automated message to confirm your submission. If you don't receive this message please contact a member of the HR Team on (01229) 844714, who will then be able to check that your application form has been submitted successfully.

## **Stage 5 Shortlisting**

Shortlisting will take place within 5 days of the closing date, and therefore you can expect to receive further communications from us within 10 days of the closing date. All candidates will be notified whether or not they have been shortlisted by email, so please ensure you are checking your inbox daily once the closing date has passed. Where possible, we pre arrange the short listing and interview date in advance of the closing date, and in such situations the interviews may be held as soon as 2 days after the closing date. Where interview dates are known in advance, this will be included on the job advert and in the automated email that you will receive on receipt of submitting your application.

## **Section 2 – Shortlisted Candidates**

### **Stage 1 Next steps**

Shortlisted candidates are not necessarily guaranteed an interview. Additional stages may be introduced depending on the job role and/or number of suitable candidates. Shortlisted candidates may therefore be invited to complete a number of assessments before an additional shortlisting process takes place.

## **Stage 2 Assessments**

### **2.1 Role Specific Assessments**

A range of assessments may be used during the selection process to support objective decision making. Some or all of the following may be used where appropriate, either prior to, or as part of the interview process;

- Online Assessments (eg Microsoft Office, Aptitude and Competency Tests, H&S, Food Hygiene etc)
- Work Based Assessment (eg in-tray exercises, marking/assessing student work)
- Presentations
- Mini Teach; The selection process for the recruitment of Lecturers and Trainers will require you to prepare and deliver a short lesson to a group of students.

## 2.2 Literacy & Numeracy Assessments

We are committed to ensuring that all our staff, regardless of their role, are qualified and working at Level 2 or above in Literacy and Numeracy. All applicants appointed to positions at Band B and above are therefore required to complete a Literacy and Numeracy Assessment as part of the process. If you are successfully appointed to a position at the college, you need to be aware that you will be required to complete a full diagnostic as part of your induction. If you do not have a Level 2 in these subjects, or have the qualification but don't achieve Level 2 in Maths and/or English at induction, it will be a condition of your employment to achieve this qualification within a specified period of time, which would mean you attending a class outside of your working hours. This also applies to candidates who may achieve the Level 2, but are unable to provide proof of having a Level 2 qualification in Maths and/or English (GCSE A-C or equivalent).

### Stage 3 Formal Interview

The interview panel will include 3 people, the Line Manager of the post, a member of the Human Resources team, and a third suitable panel member. The panel will have prepared questions prior to the interview, and all candidates will be asked the same questions. Interview questions will relate to the requirements of the post, providing you the opportunity to explain to the panel how you think you meet the requirements of the role, as specified in the Job Description and Person Specification.

Each panel member will score your answers against set criteria. The overall scores for each candidate are then considered when making the final decision.

The interview also provides the appropriate opportunity to ask you further questions about the assessments you completed earlier in the process. Those scores may also still be considered in the final decision. If you declared a conviction or caution with your application, you should be prepared to discuss this further with the panel at your interview.

At the end of the interview, you will have the opportunity to ask the panel any questions you have in relation to the role or College. Before leaving, you will be given an indication of when you can expect to be notified whether or not you have been successful.

**This policy/procedure has been reviewed regarding the requirement for an Equality and Diversity Impact Assessment and a Privacy Impact Assessment. At this stage it is felt that a full impact or privacy assessment is unnecessary as the college public duty has been discharged through a related policy/procedure or there is no current requirement.**

Document Control		Linked Policies/Strategies	Linked Procedures
Policy	Recruitment & Selection Policy	Single Equality Scheme 2019-2022 Equality, Diversity and Inclusion Policy 2020 Safeguarding and Child Protection Policy 2020	Safeguarding and Child Protection Procedure
Responsibility	Head of Human Resources		
Approval Date	November 2022		
Review Date	November 2024		
Approval Group	Quality Improvement Group	Senior Leadership Team	Finance & Resources Committee

<sup>i</sup> Agency staff include self-employed trainers, or those working at the College via external companies