

Guidance Notes for Completing Application Form

Person Specification

Selection for interview will depend solely on the information contained in your application form. Curriculum Vitae are not accepted. The application form should either be completed in black ink or typed as it will be photocopied.

A copy of the **Job Description** and **Person Specification** should always accompany the information pack, and **you will need to refer to them as you complete your application form**. Please keep them as you may need to refer to them if you are called for interview.

Relevant Skills and Experience

Please ensure you read the Job Description and Person Specification **before** you complete your application form. Pick out those aspects of your experience or skills that are relevant to this job. **It is not sufficient simply to say you have done, or can do, this job**. Explain how your abilities, skills and knowledge match those required in the Person Specification. Remember to consider experience in previous work and other relevant experience such as that gained at home, in the community or through voluntary, leisure or college activities.

Give examples in support of your application. No assumptions will be made about your skills and experience so it is essential you explain how you meet the criteria. Where length of experience is specified, ensure you give the correct dates, as this information will be needed to check you meet the experience requirements.

Ensure you **refer to all items on the person specification**, whether you already work for the College or not. *If you have not heard from us within 6 weeks of the closing date, we regret that your application has not been successful.*

Monitoring Information

We ask you for information on your age, gender, ethnic origin and whether you have a disability. This information is not used for shortlisting purposes or decisions on appointment. It is used to see whether all applicants are treated equally when applying for jobs and we use these statistics to check our own progress on providing equal opportunities in employment.

We also like to know how you found out about the vacancy so we can see if our recruitment advertising is effective in terms of cost as well as reaching all sections of the community.

The Richmond Adult & Community College is keen to ensure equality of opportunity in its recruitment and selection process.

Feedback Following Interview

If you are unsuccessful with your application after interview and wish to get feedback, please contact the Human Resources Department.

Complaints

If you consider that the recruitment process was not conducted properly, or you feel you were treated unfairly, you should discuss this with the Head of Human Resources.