



Guidance Notes

These guidance notes have been written to assist you in completing our online application form and to ensure that you are aware of our policies and procedures on recruitment.

Recruitment Documents

The following documents are also available for your information on right side of recruitment page:

1. Principal's Welcome Letter
2. Introducing Lambeth College
3. Policy Statement on the Recruitment of Ex-Offenders
4. Rewards and Benefits
5. Equality and Diversity Policy Statement

Application Guide

You will be required register before you can apply. Once registered, find a suitable vacancy and selected the 'Apply online' button, you will be taken to the Summary page. Complete the application form by working through each of the pages as listed on the Summary page. The icons will indicate whether a page is complete or not, which helps track your progress.

You are required to complete a supporting statement along with your application form. This should include your reasons for applying and other information relevant to the person specification, including your knowledge, skills and experience. If you do not submit a supporting statement, along with your application form, it will not be considered for shortlisting.

Please read the job description and person specification carefully before completing the application form and complete each section fully.

Tips on Completing your Application Form

- Mandatory fields marked with a red asterisk must be completed in order to submit your application
- Remember to save your data before logging out or pausing for break. If you leave your application open while taking a pause, the system will eventually time out. Part completed application can be retrieve by going to 'My Application' section.

- Do not use the back button on your web browser whilst completing your application as you may lose information you have entered.
- After completing your application, before you click the submit button, double-check your application for errors such as typing mistakes and grammatical errors.
- Be honest when completing your application as false or misleading information will disqualify you from the application process.
- We do not accept CVs as a form of application.
- Please note that if you are successful we will ask to see all relevant original qualifications listed on your application form.
- Please ensure that you account for any gaps in your employment or education eg. periods of unemployment.
- Make sure your application form is fully complete before you submit it and ensure that we receive it before the closing date and time stated as we will not accept late applications.
- If you do have previous and/or pending convictions (spent or unspent) or cautions, warnings or reprimands, you must declare these. You must supply full details on your application form. Please note this information is not sent to the panel for short-listing. For more information please see the policy on the Recruitment of Ex-offenders.

Supporting Statement

Your supporting statement should relate directly to the specification of the job you are applying for. It is important that you address all the points in the person specification, preferably in the order in which they appear.

Address each point on the person specification in a clearly structured paragraph:

- In your first sentence you might make a short statement summarising how you meet the criteria.
- The next few sentences should provide a concrete example of the statement(s) you have just made.
- A final sentence that shows reflection will add depth to the point you're making.

Example - When asked about commitment to promoting Equal Opportunities:

'I have always tried to ensure in my personal and work life that I am sensitive to and inclusive of the cultures and circumstances of other people. In 2009, I worked as a mentor/facilitator to a group of students on the Aim Higher project to encourage pupils from non-traditional backgrounds to consider university. I designed projects and activities that recognised and focused on the diverse experience within the group to ensure participation. The programme was successful for the pupils and a rewarding learning experience for me. The experience showed me that working together with mutual respect is more productive and rewarding.'

The first sentence is the statement, the second and third sentences describe the example, and the last sentence is your reflection.

Avoid simply repeating the words used in the job specification in your responses e.g. 'I am committed to Equal Opportunities'. Make a personal interpretation of the criteria and quantify with clear examples.

Submitting your Application Form

The closing date for this post is given in the press and/or on-line advert. Your application **must arrive by 23:59** on the given date unless stated otherwise.

If you have any difficulties with an on-line application please contact our HR team on 020 7501 5058, or email recruitment@lambeth.ac.uk for assistance.

Equal Opportunities

Lambeth College is committed to ensuring disabled applicants are treated fairly and equally. We are able to make arrangements to accommodate the needs of applicants with a disability. Please use the relevant section of the application form to let us know your requirements.

Safeguarding Recruitment Checks

Employment at the College will be subject to full safeguarding checks such as reference checking, eligibility to work, identity checks and Disclosure and Barring Service (DBS) enhanced disclosure checks. Further information about the DBS Disclosure scheme, including the DBS's own Code of Practice, can be found at www.gov.uk/government/organisations/disclosure-and-barring-service/about.

What happens next?

Short-listing

After the closing date the application forms are assessed to see how well each person's skills, knowledge and experience fit against the person specification. Shortlisted applicants will be contacted within 2-3 weeks of the closing date to attend an interview. Unsuccessful candidates will receive an email notification. Unfortunately due to number of application we will not be able to provide feedback at this stage.

Interview

If you are successful in obtaining an interview you will receive an email notification with a link to your online recruitment account to book your interview time slot and access any information about the interview, assessment or tasks.

There will be a panel, which is normally made up of 3 people, who will ask questions on each of the key criteria of the job, as listed in the person specification. The questions are intended to allow you to expand on the information you have given in your application and to show the panel how you meet the requirements of the post.

You will have the opportunity at the end of the interview to ask any questions you may have about the job, or working for Lambeth College.

Please ensure that you check your email inbox or junk mail box regularly for notification regarding your application.

Feedback

We will let you know the outcome of your interview as soon as possible. Should you not be successful you can request feedback on your interview. To do this, please contact our HR team on 020 7501 5058, or email knarayan@lambeth.ac.uk.