

Guidance and Information for Applicants

Thank you for your interest in working at York College. This guidance is designed to support you throughout the application process. Please read it carefully before completing your application.

1. Application Process

- Applications must be submitted via the College's online application system.
- You will receive an email with a link to edit your application before submission. Once submitted, it cannot be edited.
- If you need assistance or require the application in an alternative format, please contact us (details at the end of this guidance).

2. Safeguarding Children and Vulnerable Adults

York College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All staff are expected to share this commitment.

- All successful candidates will be required to complete an enhanced DBS check.

3. Job Description and Person Specification

- The Job Description outlines the duties and responsibilities of the role.
- The Person Specification details the essential and desirable criteria for the post.
- Essential criteria must be met to perform the role effectively.
- Desirable criteria are advantageous but not mandatory.

4. Completing Your Application

Your application form includes the following sections:

Qualifications & Professional Memberships

- List relevant qualifications (most recent first).
- Include any relevant training courses.
- Provide details of memberships with professional bodies.
- Proof of qualifications may be required upon appointment.

Employment History

- List all employment and voluntary roles (most recent first).

- Include responsibilities, dates, and any gaps in employment.

Experience, Skills, and Knowledge

- Match your experience, skills and knowledge to the criteria in the Person Specification.
- Include relevant achievements from work, education, or voluntary roles.

Equal Opportunities and Monitoring

- This section is confidential and only viewed by HR.

Living and Working Overseas

- You may be asked to obtain an overseas police check, depending on the role.

5. Equality and Diversity

York College promotes fairness and equality in employment. We collect monitoring data to:

- Assess the effectiveness of our policies.
- Eliminate unlawful discrimination.
- Encourage applications from underrepresented groups.

This information is confidential and not shared with the selection panel.

6. Disability Support

We are committed to ensuring disabled applicants are not disadvantaged at any stage of the recruitment process or employment. If you require assistance please contact us.

7. Relationships with Staff or Governors

You must declare any personal relationships with College staff or Governors on your application form.

8. Canvassing

Canvassing, directly or indirectly, will result in disqualification.

9. Rehabilitation of Offenders Act 1974

Under this Act, some convictions become 'spent' after a certain period and do not need to be disclosed for most roles. However, certain positions are exempt, meaning both spent and unspent convictions must be declared. Failure to disclose relevant information may result in the withdrawal of your application or dismissal if appointed.

10. Data Protection and Declaration

- Your application will be used solely for recruitment purposes.
- If successful, it will form part of your employment record.
- Equal Opportunities data is used for monitoring and statistical analysis only.
- Providing false or incomplete information may invalidate your application.

11. Interview Availability

- If an interview date is specified in the job advert, alternative dates may not be possible.

12. Offers of Employment

All offers are conditional upon satisfactory completion of:

- References
- Health Assessment
- Enhanced DBS
- Proof of Qualifications
- Eligibility to Work in the UK / identity check
- Probation Period: Business Support/Management: 6 months; Academic Staff: 10 months

13. What Happens Next?

- You will receive confirmation of submission via email.
- Shortlisting occurs after the closing date.
- If you do not hear from us within four weeks, please assume your application was unsuccessful.
- Unfortunately, we cannot provide feedback to unsuccessful applicants.

14. Hybrid Working

Many Professional Services roles support hybrid working (home and on-site). Please refer to the job advert for details.

15. Further Information

For queries about your application or employment terms, contact:

- Phone: 01904 770382
- Email: hadmin@yorkcollege.ac.uk

The logo for the Black Leadership Group. It consists of the words 'Black', 'Leadership', and 'Group' stacked vertically in a bold, sans-serif font, all contained within a black square border.

York College is proud to be an Affiliation Organisation of the Black Leadership Group. Working with the BLG, we are committed to building our capacity and contribution in developing an antiracist culture at the core of all aspects in FE life and work.

Activist. Authentic. Authoritative.