

GUIDANCE NOTES

Online Job Application GCS

The Application Form

The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself. Before completing the application form, please read the Job Description & Person Specification carefully.

You can save and return to your application as many times as you like but you must complete and submit your form before the closing date in order for your application to be considered.

You must answer all the mandatory (*) questions on the application form.

Section 1: Your Details

- In this section you will need to provide basic information about yourself to ensure that we can contact you easily. Please complete all sections.

Section 2: Education and Professional Development

- In addition to formal qualifications, please list membership of professional bodies, in-house courses and professional qualifications where they are relevant to the vacancy. If your application is successful, you will be asked to provide proof of any qualifications that you have entered here.

Section 3: Employment History

- Please ensure you provide your full employment history.
- Starting with your current or most recent employment, please provide your employment history in chronological order, ensuring any gaps in your employment history are accounted for.
- Please give a brief explanation of the main duties of your previous jobs especially if they are relevant to the role you're applying for.
- This section should not be left blank unless the position you are applying for is your first job.
- Should you be selected for the role "reason for leaving" will be verified when we take up references per Section 7 below.

Section 4: Personal Statement

- This section is vital. Shortlisting and selection of candidates will be based on the selection criteria set out in the person specification.
- Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge and experience noted in the person specification.
- You may have acquired these in a variety of ways e.g. through paid work, voluntary roles, hobbies etc.
- Address each of the criteria separately and briefly outline how you meet each one, providing specific examples. You may find it useful to deal with each point in turn.

Section 5: References

- You need to provide contact details (email address & contact number) of at least 2 referees. One of these MUST be your current or most recent employer.
- Referees must be a senior person with appropriate authority and who are able to comment on your suitability for the post, i.e. line manager, head teacher or Human Resources.
- Ideally we would like two references from previous employers, however if you have never been employed please provide details of a lecturer/tutor and/or someone who can provide a separate character reference.

- Personal email addresses will not be accepted as they cannot be verified. If your former manager has left the organisation, please provide details of another manager or supervisor in a position to provide a reference for you. If this is not possible, please provide contact details of the HR department for the organisation.

*Acceptable types of referees

- Employment references – details to cover recent relevant employment.
- Academic references – details of a school/college tutor.
- Personal references – details of someone who can provide a character reference.

Section 6: Equal Opportunities

- The information in this section will be only be used to monitor our progress towards our Strategic Equality Objectives. This section is not visible to anybody outside the Human Resources Department and will not be used to influence any selection decisions.

Section 7: Disclosing Convictions

- This section should be read and completed with care. We will require the successful applicant to apply for an Enhanced DBS check from the Disclosure & Barring Service prior to appointment confirmation. For further guidance, please refer to the document: Guidance on the Disclosure of Criminal Records.

Please note: In the event that you are offered employment, any failure to disclose unprotected convictions or cautions could result in disciplinary action or may lead to your offer being withdrawn.

Section 8: GCS Connections & Declaration

- Please declare if you have any relation/acquaintance employed at Gower College Swansea in this section. This will ensure any conflicts of interest are addressed prior to any selection decisions being made.
- Declaration: It is essential that you read and confirm that the information submitted in the application form is true and correct by ticking the declaration. Providing misleading or false information in support of your application for a post may lead to an offer of employment being withdrawn.
- Important: Please remember that once your application is submitted you cannot amend it.

Further Help

If you have any further questions regarding your application, or you need to complete your application in an alternative format, please contact the HR Team at the college: hr@gcs.ac.uk