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INTRODUCTION

The purpose of these guidance notes is to assist you in completing your application form. These guidance notes are structured for ease of reference as follows:

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Section 1

RECRUITMENT DOCUMENTATION

Before completing your application, please make sure that you have access to, and have read, the following recruitment documentation.

- **Candidate Privacy Notice**
- **Candidate Information Pack which incorporates the Job Description and Person Specification**
- **Terms & Conditions of Appointment**
- **Application Form (to be completed)**
- **Equal Opportunities Monitoring Questionnaire (to be completed)**

Eligibility

Please ensure that you are eligible to apply for the post prior to the completion of an application form.

Candidate Information Pack

Job Description

The job description is a written statement of the purpose, scope, duties and responsibilities of the post.

Person Specification

The Person Specification sets out the essential and desirable requirements for the post.

The Person Specification is divided into the following categories:

- Qualifications
- Experience
- Knowledge
- Skills
- Personal Qualities
- Other Requirements

Essential criteria are those necessary for the post to be performed to satisfactory standards. These form the minimum shortlisting criteria. In the event of large numbers of applicants meeting the essential criteria, the selection panel may wish to apply the desirable criteria or enhance criteria. You must demonstrate on your application form how you meet the criteria taking into consideration that any minimum requirement may be enhanced. Only those meeting the agreed criteria at shortlisting will be invited to the next stage of the selection process.

Please provide specific examples on your application form in the criteria boxes provided of how you meet the criteria listed in the person specification.

The shortlisting process concentrates on the qualifications and experience requirements only.

Terms & Conditions of Appointment

Teaching posts

Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 shall apply to teachers employed in grant-aided schools, peripatetic teachers and supply teachers. Further information is available on the DE website. www.education-ni.gov.uk/publications/teachers-salaries-and-conditions-service

Section 2

CANDIDATE PRIVACY NOTICE

Prior to completion of your application form you must read Blackwater Integrated College's Candidate Privacy Notice. In section C of the application form you will be required to indicate that you have read and understood this privacy notice. **Failure to do so will result in Blackwater Integrated College not processing your application form.**

COMPLETING YOUR APPLICATION FORM

Please refer to the person specification prior to the completion of your application form as there may be differences in the criteria for posts with the same title. You must complete all questions contained in your application form.

Hand writing an application form

If you are completing your application form in hand-written format, please make sure your writing is legible and use black ink. Alternatively, you can download and complete your application form electronically.

Completing application form

Candidates are reminded that they must only use the application form attached to the vacancy; failure to do so may render an application invalid. Incomplete or altered application forms will not be considered. CVs, letters or any other supplementary material will not be accepted in place of, or in addition to, completed application forms. Additional information received after that closing date will not be considered. It is therefore essential that applicants demonstrate on their application form how and to what extent their qualifications, skills and experience satisfy the selection criteria outlined in the person specification.

Unfortunately, at present application forms cannot be completed and submitted online, however, forms can be completed electronically and returned by email to:

info@blackwateric.downpatrick.ni.sch.uk

Any candidates experiencing difficulties completing the application form due to a disability or who have any queries regarding the recruitment process should contact the College on 02844612115.

SECTION A- PERSONAL DETAILS

Contact Details

It is vital that you provide your personal details to consider your application form, including a current e-mail address, where possible.

Nationality

All applicants should ensure that they are free to remain in and take up employment in the United Kingdom. Successful candidates will be required to provide supporting documentation.

References

Please provide the details of two referees who may be contacted if you are recommended for appointment.

For posts involving regulated activity you **must** provide the details of at least one referee who has the ability to comment on your suitability to work with children/young people in an education setting and your professional ability from your previous or current employment.

Please note that if you do not include your present/most recent employer as a referee, and you are recommended for a post, the Board of Governors will seek a reference from your present/most recent employer. By completing the declaration at Section C of the application form you indicate your agreement to this reference being sought.

Prior to submitting your application form you must have consent from your referees to provide their details. You must advise your referees of Blackwater Integrated College's contact details in the event that a referee wishes to contact Blackwater Integrated College concerning their own personal data.

Please do not submit references with your application form.

Disability

Blackwater Integrated College is an Equal Opportunities Employer and welcomes applications from people with disabilities.

In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day to day activities."

Please provide information which is relevant regarding specific requirements that you may have so that reasonable adjustments may be made for you if you meet the agreed shortlisting criteria and are invited to the next stage of the selection process.

You must not assume that reasonable adjustments will be on the basis that you may have indicated on the Equal Opportunities Monitoring Questionnaire that you have a disability. The Equal Opportunities Monitoring Questionnaire is detached from your application form prior to any member of human resources staff or the selection panel viewing it therefore those making assessment/interview arrangements will not be aware of this information.

If you indicate that you do require reasonable adjustments, a member of the Recruitment and Resourcing team will contact you to discuss your needs in more detail.

SECTION B- INFORMATION RELATING TO THE SELECTION PROCESS

Applicants are strongly advised to carefully consider the job description and the person specification for the post. When completing Section B of your application form include all pertinent details and ensure that you clearly demonstrate how you meet each of the essential and desirable criteria for the post. It is also important to consider that where there is a minimum requirement this criterion may be enhanced.

It should be noted that shortlisting will be based solely upon the information provided on your application form. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about your application or to make any assumptions about the information which you have provided.

Education (if applicable)

If you are applying for a post on the basis of a qualification which is not specifically detailed in the person specification for the post, but which you consider to be relevant equivalent qualification, you must provide specific evidence to demonstrate its equivalency in comparison to the qualification that was specifically detailed in the person specification. It is therefore your responsibility to demonstrate on the application form how the qualification you possess is deemed equivalent to the qualification (s) detailed in the person specification.

You must submit clear evidence in respect of the subjects/modules you have undertaken, the examining body which has verified its equivalency for you and the breadth of overlap. If you do not provide this 'equivalency information' the panel will not be able to consider your application further.

It is important to be as specific as possible as the possession of relevant qualifications may be used as part of the short-listing process. If the information relating to your qualification is incomplete, for example, you do not state the grades for your GCSEs, the panel will not be able to consider your application further.

Personal Qualification and Membership of Professional Bodies (if applicable)

Please include full details of the professional body or organisation, the current professional qualification and the date of attainment. Also include the type of membership you hold, for example, Graduate, Associate, Fellow, etc., and the date when this grade of membership was obtained. If the membership has lapsed, please state this on the application form.

Relevant Training Courses Attended (if applicable)

Please include full details of any relevant training course, together with the training body, the name and level of course and when this was attended.

Current/Most Recent/Previous Employment

Please include the name and address of your current employer, the exact date your employment started (that is, the date, month and year), the title of the position you hold, your current salary or scale of post and the notice period. It is important to state your exact dates of employment (that is, date, month and year) because this may be calculated to the exact day for short-listing purposes.

Please state the start and end dates of your relevant experiences (that is, date, month and year) and check the accuracy of these dates before submitting your application form. If you provide insufficient detail about the dates of your experience, you will not be short-listed.

You must possess the required length of experience at the closing date for receipt of application forms as the short-listing and interview panel will only consider experience up to this date.

Child Protection

Posts involving work in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. If the post is deemed to involve regulated activity under this legislation, Blackwater Integrated College will be required to obtain an Enhanced Disclosure Certificate from Access NI which provides details of **unfiltered*** spent and unspent convictions as well as other relevant information held in police records or other law enforcement agencies. This can include information about attempted prosecutions that were unsuccessful or behaviour that might be indicative of criminal activity.

Definition: Regulated Activity:

- Is confined to unsupervised activities such as teaching, training, instructing, caring for, supervising children, or providing advice/guidance on well-being or driving a vehicle only for children;
- Includes work in a limited range of 'specified places' where there is opportunity for contact with children, e.g. Schools.

In addition, in order to be regarded as 'Regulated Activity' such unsupervised activity performed at such a specified place must be done regularly. Regularly is defined as being carried out by the same person frequently (once a week or more often) or on four or more days in a 30-day period (or in some cases, overnight)

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/campaigns/accessni-criminal-records-checks or www.justice-ni.gov.uk/articles/about-accessni.

Where you have any gaps in employment history you must provide an explanation. Applicants for all positions including those involving 'regulated activity' will be asked to explain any gaps in their education/employment during the interview process.

The **successful candidate** will be required to complete an On-line Access NI Disclosure Certificate Application Form prior to appointment and will be expected to meet the cost of an Enhanced Disclosure Certificate. 'Prior to the online completion of the Disclosure Certificate Application Form, the candidate must bring the PIN Notification and ID Validation Form and relevant documentation to the Principal/Line Manager for completion for verification of the candidate's identity.' Details regarding the payment for the process of the application will be provided on the PIN.

Following completion of the checks by Access NI an Enhanced Disclosure Certificate will be issued, this certificate will detail (if applicable) the criminal background history of the candidate or state that no convictions were found.

Appointment to the post will be subject to the satisfactory completion of criminal background checks by Access NI. It should be noted that having a criminal record does not necessarily debar an applicant from employment. Each individual case is considered on its merits taking all relevant factors into account.

***Since 14 April 2014, Access NI filters criminal records for standard and enhanced checks. Access NI follows filtering rules that apply to convictions, cautions, informed warnings or diversionary youth conferences in an individual's criminal history. Filtering does not remove cautions, warnings and diversionary youth conferences for specified offences.**

Transport (if applicable)

Please confirm if you have access to transport to meet the requirements of the post.

Essential and Desirable Criteria

You will be required to demonstrate, by giving personal and specific examples on your application form, how you meet the experience as detailed in the person specification. The definition of personal and specific examples is evidence of your personal involvement in this experience and relevant examples to show the breadth of your experience.

When providing examples, it is imperative that you demonstrate on your application form how and to what extent you meet the essential and desirable criteria.

- Do not use acronyms or complex technical detail. Write for the reader who may not know the specific details of your job.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel are interested in.
- The examples you provide should be concise and relevant to the criteria. It is your *unique* role the panel are interested in, not that of your team or division.

- In preparing your application form you may wish to think about having a clear structure for each of your examples, such as:
 - Situation- briefly outline the situation
 - Task- what was your objective, what were you trying to achieve?
 - Action- what did you actually do, what was your unique contribution?
 - Result- what happened, what was the outcome, what did you learn?

Please note that the panel can only make a decision to invite you to the next stage of the selection process i.e. assessment centre, selection testing, interviews etc., based on the information you provide in your application form and how this matches the criteria in the person specification.

It is your responsibility to demonstrate sufficient evidence, by way of personal and specific examples, that you meet the criteria in the person specification. If you supply insufficient detail, by way of personal and specific examples, you will not be short-listed.

SECTION C APPLICANT DECLARATION

Declaration

After you have read and confirmed your acceptance of the declaration please sign and date in the appropriate boxes. By signing the box, you are certifying that the information you have provided is correct and that any false or misleading information, if proved, may result in your application not being progressed, or, if appointed, dismissal from Blackwater Integrated College.

If you email your completed application form, please tick the appropriate boxes to confirm your acceptance of the declaration. If you are successful in being invited to the next stage in the selection process, you may be asked to sign your application form at a later stage.

Data Protection/GDPR

The information on your application form is required by Blackwater Integrated College for the purposes of processing your application. It is essential that the details you provide on the application form are correct. The data provided will be processed in compliance with the Data Protection Act 1998 (as amended) and General Data Protection Regulation (GDPR).

The Blackwater Integrated College Candidate Privacy Notice, provided as part of the job application pack, provides full information on the use of your data and the protections and rights available to you in relation to processing, sharing and disposal.

You are required to read and ensure that you understand the Candidate Privacy Notice prior to completing and signing the declaration on the application form. **Failure to do so will result in Blackwater Integrated College not processing your application form.**

Canvassing

Canvassing means contact or communication at any time in any manner (direct, indirect, oral or written, specific or general) with any member of the Board of Governors of Blackwater Integrated College involved in the recruitment of the post for which the person has applied which could be deemed or perceived to be for the purpose of advancing that application.

Any applicant who is found to have approached a panel member regarding a post with a view to seeking favourable treatment will be disqualified.

Section 3

COMPLETING YOUR EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

The Equal Opportunities Monitoring Questionnaire must be submitted along with your Application Form by the specified closing time and date. Upon receipt of both documents the Equal Opportunities Unit records the information from your monitoring questionnaire on a secure computerised information system and stores the monitoring questionnaires confidentially.

Please note that the Equal Opportunities Monitoring Questionnaire must be completed, even if the applicant has previously applied for employment with Blackwater Integrated College.

Blackwater Integrated College monitors applications for employment in order to measure the effectiveness of its Equal Opportunities Policies and to comply with its various legal obligations.

Blackwater Integrated College monitors applications for employment in terms of community background (support staff and Non-Teaching only), sex, marital status, nationality, racial group, disability, sexual orientation and family status. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

Blackwater Integrated College does not discriminate against job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

The Equal Opportunities Monitoring Questionnaire is not presented to the selection panel.

Section 4

RETURNING YOUR APPLICATION FORM

Completed Application forms and Equal Opportunities Monitoring Questionnaires must be returned by the specified closing time and date using one of the following methods:

- Post
- Hand delivery
- Email to info@blackwateric.downpatrick.ni.sch.uk

If posting or hand delivering your application form, please ensure that it is handed into reception at Blackwater Integrated College between the hours of 9.00am and 3.30pm Monday to Friday. **Completed application forms must be submitted by noon on the closing date. Late, or faxed application forms will not be accepted.** Additional pages or a curriculum vitae will also not be accepted.

If posting an application form it is your responsibility to ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date. Please ensure that when emailing the application form to info@blackwateric.downpatrick.ni.sch.uk the subject line is completed with the title **Technology and Design post BIC.**

Section 5

THE SELECTION PROCESS

You are strongly advised to carefully consider the job description and the criteria for the post to ensure that your application includes all pertinent details and demonstrates clearly how you meet each of the criteria for the post.

You should note that shortlisting will be based solely upon the information provided by you on your application form. Members of the shortlisting panel are not permitted to take into consideration any information they already know about you.

Shortlisting

The essential criteria that will definitely be applied at shortlisting will be identified in the person specification for the post. When a large number of applications is received the selection panel reserves the right to apply the desirable criteria and/or enhance the minimum criteria if necessary in order to facilitate a manageable shortlist.

To ensure that all applicants are treated fairly and consistently, this use of desirable or enhanced criteria will be agreed at shortlisting prior to examination of the application forms to demonstrate how they meet each of the essential and desirable criteria.

Interview Arrangements

Shortlisted candidates will be notified of the date and time of interview. You will be required to bring original current and valid photographic evidence of identity to interview, i.e.:

- Passport
- Driving licence
- Electoral identity card or,
- A national identity card (if a foreign national)

A photocopy of identification is not acceptable. Failure to provide such evidence of identification may result in you being refused an interview.

If you are unable to attend the interview at the date and time specified, or wish to withdraw from the selection process, it is essential that you contact the Principal at the earliest opportunity either by telephone or in writing. A request for an alternative interview date will only be considered in exceptional circumstances and will be at the absolute discretion of the Board of Governors.