



*The Drivers*  
behind your College

# Applicant Guidance Document

## Why work for Wiltshire College & University Centre?

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We are committed to preparing the next generation to enter the workforce of the future equipped with the right skillset to make their mark. In line with our people focussed goal to recruit, retain, develop and reward the best staff who will take the College forward, we are looking for candidates to join us in lecturing, assessing, as learning mentors or as a part of our professional services team and support our staff and students on their journey. If you have current industry knowledge and expertise but haven't worked in Further or Higher Education before we'd love to hear from you.



## Completing Your Application

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All of our external vacancies are published on the "Vacancies" section on our website [www.wiltshire.ac.uk/vacancies](http://www.wiltshire.ac.uk/vacancies). Each vacancy will have a detailed job description and person specification attached as well as the College's Safeguarding policy. When answering the Supporting Information section on your application - help us to see why you are the candidate we are looking for by setting out how you meet the essential and desirable criteria in the person specification.

If you experience any difficulties when applying for one of our roles online, please contact our recruitment team on **01225 756356** or [vacancies@wiltshire.ac.uk](mailto:vacancies@wiltshire.ac.uk)



**Wiltshire College  
& University Centre**

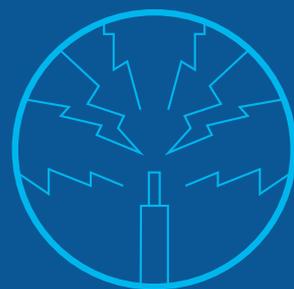
# Wiltshire College & University Centre Strategic Plan



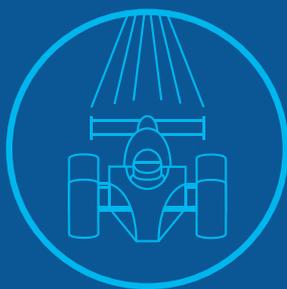
To be a beacon of excellence in education and training



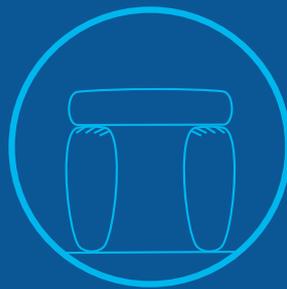
To drive economic growth in our region through the delivery of skills aligned to local economic priorities and employer needs



To lead the sector in innovation in teaching and learning and curriculum offer and delivery



To recruit, retain, develop and reward the best staff who will take the College forward



To be a future proofed, financially viable organisation able to invest for growth and sustainability

# Our Commitment to Equal Opportunities in Recruitment

At Wiltshire College & University Centre we will always aim to recruit the person who is most suited to the job. We will base our recruitment decisions solely on your ability and individual merit as set out in our job description and person specification. Qualifications, experience and skills will be assessed at the level that is relevant to the job. Our aim is to have a workforce that reflects our local communities. We are committed to applying our equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to the protected characteristics as set out in the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage or Civil Partnership, Pregnancy or Maternity, Race, Religion or belief, Gender, Sexual Orientation). Under our commitments as a Disability Confident Employer, if you have shared with us that you have a disability and meet the minimum criteria for the role as set out in the job description and person specification, we will guarantee you an interview. If due to your individual needs you need to discuss an alternative way to submit your application, email us [vacancies@wiltshire.ac.uk](mailto:vacancies@wiltshire.ac.uk).

## The application form is split into eight sections:

### 1. Personal Details

This information is not available to the panel when shortlisting, and will be kept separately for administrative purposes, monitoring and reporting.

### 2. Education & Qualifications

Please ensure that you provide information on the education and professional qualifications you have gained and/or are currently studying, in order of most recent. If you are invited for an interview, you will be asked to bring original certificates of the qualifications listed on your application form.

### 3. Membership of Professional Institutions/Organisations

Please provide the name of the institute or organisation that you are a member of as well as the level of membership.

### 4. Employment History

In this section, please provide your full employment history in order of current / most recent first. You should include any job placements, work experience, voluntary work and training. Please give a brief description of your duties and responsibilities for each role.

### 5. Supporting Information

This is your opportunity to explain why you are applying for this vacancy and why you would like to work for Wiltshire College & University Centre. Please ensure that your supporting information demonstrates how you meet the essential and desirable criteria listed in the person specification as this is how your application will be assessed.

### 6. Equality & Diversity monitoring

We will ask you to complete some questions to help us address any issues around diversity and equality in our recruitment process and will be used for reporting purposes only. We will never share your answers with the hiring managers and it will not be used in connection with your application. We recognise you may feel some of the information requested is sensitive so we have included an option "prefer not to say".

### 7. References

Please provide the names and contact details of your two most recent employers. Full contact details should be provided including a professional/organisation email address (personal email addresses will not be accepted eg. Hotmail, Yahoo).

### 8. My Preferences

Information provided in this section will be stored on our candidate database in order for us to contact you about any future suitable vacancies should you not be successful in your application.

# What happens next?

## Closing Date

Adverts normally close at midday on the closing date. However, vacancies may close early if sufficient applications have been received.

## Shortlisting

All applications are sent to the hiring manager for shortlisting after the advert closes. At the shortlisting stage, the recruiting manager will review each application form against the job description and person specification. Applicants who have the highest score against the criteria will be invited to interview.

## Interview

The invite to interview will either be sent to you via Networx or directly from the Wiltshire College & University Centre HR department. This will include the date, time, location and details of the interview panel. It will also have details of the documents that you will be required to bring with you. The interview process may differ depending on the role that you have applied for. The interview process for all posts will include a face-to-face interview where you will be asked a series of questions to review your skills and experience against the job description and person specification. Some may also include assessments such as a micro-teach, presentation or work based test. Details of what your interview process will consist of will be included in your interview invite.

At interview you will be required to provide a number of documents in order to comply with the College's pre-employment checks. If you are unable to provide any of the documents listed below, please contact the recruitment team directly on 01225 756356 prior to your interview.

## Professional registration & qualifications

Please bring with you certificates of any qualifications that you have listed on your application form. You will also be required to provide evidence of your registration with any professional bodies.

## Proof of Address

You will be required to provide proof of address dated within the last three months (such as a utility bill or bank statement).

## Right to Work

You will be asked to bring along proof that you are entitled to work. For British or EU nationals this will be your passport or full birth certificate.

If you are successful following interview you will be notified by the recruiting manager and then sent an initial offer letter. Unsuccessful candidates will normally be notified by Networx or the College's HR department.

## Job Offer

If you are offered a job we will get in touch and let you know next steps. As we work with children and young adults, we are required to carry out thorough pre-employment checks and all job offers are subject to these checks being successfully completed. Our HR team will work to clear your employment checks as quickly as possible and keep you updated on progress.

- Occupational Health Clearance
- Employment References
- Disclosure and Barring Service (DBS)
- Right to Work
- Evidence of National Insurance Number

We will not be able to issue your final offer letter or contract of employment until all of the above checks have been completed. In order to reduce the possibility of delays please provide all documentation as soon as possible.