

Guidance Notes for Applicants



HR DEPARTMENT - WIRRAL METROPOLITAN COLLEGE
Conway Park Campus, Europa Boulevard, CH41 4NT
Telephone: 0151 551 7439 Facsimile: 0151 551 7428
Email: wmc.jobs@wmc.ac.uk

Completing the Application Form

The College requires all candidates applying for posts to complete the online College application form, as information supplied in the same format makes selection fairer. **We will not accept Curriculum Vitae (CVs) or separate, unrelated supporting documents - any such documents will not be considered.**

Before filling in your application form please carefully read the Job Description and Person Specification as these will outline the key skills, abilities and qualifications required for the post. The recruitment and selection process centres on the Person Specification, unique to each job.

Online Application form

To apply for a vacancy click the 'apply online' button. This will take you to a log in page, if you are a new user click the 'New user registration' link and complete the details; you are able to choose your own username and password (please note internal candidates should use their current WMC network log in details).

After logging in you will be taken to the application summary page, from here you should work your way through the application pages in order. When all pages are completed the 'Apply' button will appear on the summary page; clicking on this will submit your application directly to the HR Department.

You can log back into your web recruitment user account at any time and can view your successfully submitted applications by clicking on the 'My applications' link.

Supporting Information

In the Supporting Information section of the application form, you are asked to outline under each separate heading how your skills, knowledge, experience and attitudes meet the essential criteria for that aspect of the vacancy you are applying for. The Selection Panel will use this evidence to shortlist candidates for interview, so it is crucial that you answer these sections in a way that you feel best represents your suitability for the role.

Please ensure that your answers are kept to a maximum of 300 words and that responses relate directly to the individual headings.

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Key Essential Criteria (Shortlisting Stage 1)

Should a manager wish to include 'key essential criteria' this will be included at the beginning of the application form. This indicates that there is a set of minimum standards that must be met in order for the candidate to be put through to the second shortlisting stage (when candidates are selected for interview by the panel). **If there are Key Essential Criteria then you must complete this section in order for your application to be considered.** If you are unclear about whether you meet the Key Essential Criteria, please call the HR Department (on 0151 551 7439) to clarify.

Acknowledgement of Receipt of Application

You will receive an email confirmation to acknowledge receipt of your online application. If you have submitted an application by post and require a receipt please enclose a stamped addressed envelope with your application form.

If you do not hear from us within 6 weeks of the closing date you should presume your application has not been successful on this occasion.

Feedback

Feedback is offered to all candidates who have been unsuccessful at interview.

Offers of Employment

Offers of employment with the College are conditional upon satisfactory references, medical clearance, Proof of Right to Work in the UK and satisfactory DBS Disclosure.

a) References

It is our policy to take up references following interview for the successful candidate. On your application you should provide names of two people who can comment on your work, other than relatives or friends. One of your references must be your present or most recent employer and/or tutor if you have recently completed full time education.

b) Medical

The successful candidate will be required to complete a medical questionnaire and possibly undergo a medical examination prior to commencing their employment.

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c) DBS Disclosure (if applicable)

Wirral Metropolitan College requires all applicants for employment to disclose any previous convictions or cautions; however, a disclosure from the Disclosure and Barring Service will only be requested in the event of a successful application.

Posts involving access to children or other vulnerable people will be subject to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Disclosure of a conviction or caution does not necessarily mean that you will not be appointed. A person's suitability will be looked at as a whole in the light of all information available, including appropriate consideration in relation to the College's Equal Opportunities Policy. Failure to disclose a conviction may, however, disqualify you from appointment.

Late Applications

Please note we adhere strictly to closing dates/times and do not accept late applications as shortlisting takes place immediately after the closing date.

If you have any queries, please do not hesitate to contact the HR Department on 0151 551 7439/7440.

Complaints

Any complaints you may wish to raise regarding the recruitment and selection process should be directed to the HR Department.