

**THORNHILL COLLEGE**  
**GENERAL GUIDANCE FOR APPLICANTS**

**NB: NEW REQUIREMENTS IN RELATION TO CHILD PROTECTION HAVE BEEN INTRODUCED TO THE RECRUITMENT PROCESS.**

The following notes should be read in full before an application form is completed and submitted.

**APPLICATION FORMS**

Completed application forms and Equal Opportunities Monitoring Questionnaire should be **RETURNED ELECTRONICALLY to be received by the specified time and date.** The Board of Governors will not accept responsibility for application forms delivered by any other method. **APPLICATION FORMS RECEIVED AFTER THE CLOSING TIME AND DATE WILL NOT BE CONSIDERED. The Equal Opportunities Questionnaire should not be separated from the application form.**

Regardless of the number of times you have completed a questionnaire, either as a previous applicant or College employee, an Equal Opportunities Monitoring Questionnaire must be completed, in full, and returned with each application form.

**COMPLETION OF APPLICATION FORM**

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included. Applicants are strongly advised to consider carefully the job description and the criteria for the post and ensure that their application includes all pertinent details and demonstrates clearly how they meet the criteria for the post. Further notes are attached to assist you with completing the application form.

It should be noted that shortlisting will be based solely upon the information provided by the applicant on the form. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about any applicant. **CVs will not be read or considered.**

The advertised qualifications and experience requirements are the minimum levels required for the post. On receipt of significant numbers of applications, enhanced/desirable shortlisting criteria may have to be applied in order to reach a manageable number of candidates.

**CHILD PROTECTION**

Posts which require people to work in educational institutions or in a post where there is access to children/young people are deemed to be regulated positions and are therefore subject to provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

As such, if the post for which you are applying is a regulated position, you are required to provide information on your suitability to work with children and young people. The above Order requires the Department of Education and Department of Health, Social Services & Public Safety to maintain lists of people who are unsuitable for this type of work. It is an offence for anyone whose name appears on these lists, or who is the subject of a disqualification order from the courts, to apply for, offer to do, accept or do any work paid or unpaid in a regulated position.

The recruitment and selection process has been reviewed to introduce additional safeguards against the employment of people who are unsuitable to work with children and young people.

Candidates for regulated positions will be required to provide photographic evidence of their identity at interview. This can be a driving licence, passport, electoral card or a national identity card if the person is a foreign national. You may be refused an interview if you do not comply with this requirement.

Applicants for posts in regulated positions i.e. posts involving work in educational institutions or involving access to children/young people, may be required to explain gaps in their employment history during the interview process.

For all posts, the College will carry out pre-employment vetting checks on successful applicants through ACCESSNI, Successful candidates are required to pay £33 to Access NI for an Enhanced Disclosure of Criminal Record Certificate.

## REHABILITATION OF OFFENDERS

This is a Regulated position requiring an Access NI Disclosure check ([www.accessni.gov.uk](http://www.accessni.gov.uk)) and appointment to all relevant posts will be subject to satisfactory completion of a criminal record check. Our Disclosure Code of Practice and Disclosure-relate Policies can be accessed at the [www.thornhillcollege.org.uk](http://www.thornhillcollege.org.uk).

In line with the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended in 2014), successful applicants will be required to undertake an Access NI Disclosure check and confirmation of any job offer is dependent on obtaining an acceptable Disclosure check. Failure to reveal information that is directly relevant to this position could lead to withdrawal of any conditional offer of employment or — in the event of employment — result in dismissal or disciplinary action by the Board of Governors. Having a criminal record may not necessarily debar you from working with Thornhill College. This will depend on the nature of the position together with the circumstances and background of your offence(s) or other information contained on a Disclosure certificate or provided directly to us by the Police.

## REFERENCES

Applicants are required to provide details of two persons to whom references may be made regarding their suitability for appointment. For regulated positions, i.e. posts involving work in educational institutions or access to children or young people, at least one of the referees should be a present or previous employer who can comment on their suitability to work with children/young people. The referees cannot be members of the selection panel for this post or members of the Board of Governors of Thornhill College. Prior consent of referees must be obtained. It should be noted that appointment to regulated positions will be conditional on receipt of satisfactory references.

## DATA PROTECTION

Applicants must ensure that the details provided on the application form are correct. The data provided will be processed in accordance with the Data Protection Act 1998. The information will be used to:

- Process your application;
- Form the basis of the computerised and manual record of recruitment and monitoring process;
- For the basis of a computerised and manual employment record, if appointed.

All forms and associated documentation will be treated in the strictest confidence. However, in the case of an applicant taking a legal case against the Board, it may be necessary to disclose information to the parties involved. The documents may also be disclosed to the Equality Commission during the course of investigation resulting from claims of discrimination.

## NOTIFICATION OF SUCCESSFUL CANDIDATES

It should be noted that interviewing panels, including Boards of Governors, recommend candidates for appointment. Candidates are advised that a recommendation for appointment is **not** an offer of employment and must not be treated as such.

A candidate is deemed to have been offered the post only on receipt of a formal written offer of employment from the Principal or General Manager and on the satisfactory completion of Disclosure vetting. **Recommended candidates should take no action to terminate their current employment until they are in receipt of a formal written offer of employment from the Principal or General Manager.**

Any recommendations for employment will be subject to the following:

- Completion of a Health Declaration Form. Upon receipt of such, the College may, at its discretion, require a candidate to attend a medical examination (if applicable);
- Satisfactory completion of the pre-employment Disclosure vetting process for regulated positions;
- Documentary evidence of eligibility to work in the UK (if applicable);
- Receipt of Birth Certificate;
- Receipt of original documentary evidence of qualifications.

A confirmed offer of employment will only be issued following all procedural and pre-employment checks are completed.