

## **Procedure for Completion of the Application Form**

The application form is available in different formats including large print, tape and Braille. Please contact Human Resources if you would prefer to receive the application form and pack in one of these alternative reading media. If you need any assistance in completing the application form please contact Human Resources and we will do everything we can to help. (Recruitment line: 020 7510 7787; [recruitment@tower.ac.uk](mailto:recruitment@tower.ac.uk))

**The application form has several sections; it is important that all sections are completed and you sign and date the form.**

### **Some General Points**

1. Complete the application form neatly and clearly. If you are handwriting the application form please use black ink. Several copies of the form are made for the selection panel and black ink photocopies more easily than blue. You can also type your form or submit your response by tape.
2. Complete the application form accurately. For example, check that the dates for your previous employment and qualifications are correct.
3. If you can't fit all the information on the form use extra sheets. Do not submit more than 3 sides in total for your supporting statement.
4. A CV is not an essential element of the application process. If you wish to send a CV it should be in addition, and not in place of, an application form.
5. Make it quite clear what your present or past jobs have been. We are also interested in any relevant experience gained in voluntary work or while working at home.
6. Show clearly what your relevant qualifications are, where and when you got them, together with details of grades.

### **Procedure after your Application is Submitted**

After the closing date, the Human Resources team ensures that all application forms (without equal opportunities monitoring forms) are sent to the Chair of the Selection Committee who will act as Chair of the shortlisting and interview panel.

The shortlisting is based on the information in the application form. Each applicant is assessed against the person specification for the post and those who clearly meet the criteria are selected for interview.

Shortlisted candidates will be contacted and asked to attend an interview and will be advised of any special arrangements such as tests or presentations for the interview day. Candidates will normally be advised of the result as soon as practicable after the interview. Candidates not shortlisted for interview will be written to within 3 weeks of the closing date.

References for shortlisted candidates may be requested before the interviews are held, unless indicated to the contrary on the application form. All appointments are conditional upon receipt of references and a medical report satisfactory to the College.

A contract of employment will be sent to the successful candidate as soon as practicable after the interview.

## **Complaints**

We endeavour to ensure that every stage in our recruitment process is fair and carried out in a professional manner. We hope you feel that you have been treated fairly and helpfully, even if you are not successful in your application.

If you are unsuccessful and feel that feedback on your interview would be helpful, please contact the Human Resources Department who will be pleased to arrange for this to be given to you wherever possible.

## **Equal Opportunities Policy Statement**

The College is committed to equal opportunities in terms of equal treatment, equal access and equal share in all aspect of its Human Resources policies and procedures, teaching programmes, administration, management and support. It aims to offer an environment which is safe, supportive and sensitive to the diverse needs of the students and staff so that they can achieve their full potential.

The College will actively oppose racism, sexism and all forms of discrimination carried out on the grounds of colour, religion, ethnic or national origin, disability, class, age, sex, sexual orientation or marital status. Everyone who works for the College is expected to carry out his or her duties with due regard to the College's Equal Opportunities Policies.

## **Policy on Employing People with Disabilities**

As a disability symbol user the College is committed to best practice in the recruitment of disabled employees.

The College recognises the following definition of a disabled person as defined in the Disability Discrimination Act 1995.

*'A person has a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.*

Disabled applicants may complete the application form in an alternative format. We would ask that you follow the same structure as the application form and answer all the questions.

Disabled applicants who have any special requirements for attending an interview should complete the relevant section of the monitoring form or contact Human Resources.

Examples of adjustments we can make at interview include:

- ❑ arranging for a communicator at interview for deaf people or those who have a hearing impairment.
- ❑ arranging assistance for an interviewee with mobility impairment to be met at reception and shown into the interview room.

### **Physical Access for Disabled People**

The main College sites are Poplar Centre and Arbour Square, which are both accessible to wheelchair users in most areas. Wherever reasonably practicable we will adapt workplace premises and practices to make these accessible. We would discuss these possibilities with disabled candidates once they have been offered a position. If you require additional information about our facilities or our ability to meet your practical needs, or would like to visit the main sites please contact the Human Resources team on 020 7510 7510.

### **Equal Opportunities Monitoring**

We would like you to complete this section on the application form so that we are able to monitor our equal opportunities policies in relation to employment. This information will not be seen by the selection panel and will be kept confidentially in Human Resources. The information will enable us to compile statistics on the profile of successful and unsuccessful candidates and will be used to inform development of effective equal opportunities policies.