

How to make a good application



Please read these notes carefully. They have been written to help you make the best of your application. The decision to shortlist you for interview will be based solely on the information you provide on the application form.

- 1. Read through each section of the application form carefully. You may find it helpful to do a rough draft first.*
- 2. Most of the positions in the College are suitable for job sharing. If you would like to apply for this post on a job share basis, please contact the Human Resources Manager for more information.*
- 3. The person specification document describes the essential skills, knowledge, experience and qualifications which you will need in order to carry out all of the duties described in the job description. Your completed application form should demonstrate that you have these skills and that you understand and are committed to equal opportunities.*
- 4. The statement in support of your application is very important. This is where you make your case for the post. Examine the skills and experience asked for and provide evidence that you possess the relevant skills by giving specific examples and ensuring that they match the selection criteria. Do not forget the skills and experience which you may have gained outside of paid employment. For example you may have considerable domestic responsibilities, or may organise social or community events in your spare time. It is most important that your statement is succinct.*
- 5. One of the referees quoted on the form should be your present or most recent employer. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information which you have given and to comment on your ability to do the job. You should not give the name of a relative as your referee. Internal candidates should give the name of their line manager.*
- 6. The college is committed to improving employment opportunities for all people with disabilities. However, at present some of the college buildings have limited access. If you are invited for interview, please inform the Human Resources Manager if you require assistance.*
- 7. In order that the College is able to monitor its recruitment process in line with its Equal Opportunities Employment policies, you are asked to complete the section on equal opportunities monitoring and to state where you saw the advertisement.*

8. *When completed, read through your application carefully, checking for errors or omissions. Make sure that your application form is sent in plenty of time. Applications received after the published closing date will not be considered.*
9. *For reasons of economy, when we receive a large number of application forms, it is not possible for us to write to all of the applicants whom we do not shortlist. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful.*

Mission Statement

Harrow College will be the first choice provider of Lifelong Learning for Harrow and the surrounding areas.