



Central College
Nottingham

IT'S YOUR FUTURE...

A guide to applying for a position with Central College Nottingham





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WELCOME

I am delighted that you have chosen to consider Central College Nottingham as a potential future employer. We offer a comprehensive range of further and higher education courses and training opportunities for business and industry. Our excellent reputation for student support and achievement coupled with superb facilities and resources provides students with a first class learning environment.

We offer a range of full and part time study opportunities during the day, evening and weekends at all levels across a wide range of subject areas. Relevant and practical programmes enable students to progress into employment, onto Higher Education or develop their existing skills. Our provision spans Beeston, West Bridgford, Clifton, Nottingham City Centre, Stapleford and adult and community courses held at venues in the surrounding community.

We have an excellent reputation locally, nationally and internationally as a high quality provider and responsive partner. This reputation has been made possible due to the enthusiasm, commitment and professionalism of our workforce who deliver and support a high quality experience to all of our customers.

Please take time to read this booklet and I wish you every success with your application.



Mal Cowgill
Principal and Chief Executive

To find out more about the college environment and our courses visit our website at www.centralnottingham.ac.uk





BENEFITS OF WORKING AT CENTRAL COLLEGE NOTTINGHAM

CONTINUING PROFESSIONAL DEVELOPMENT

As an Investor in People we are keen to support your personal and professional development and we are committed to investing in training to enable you to remain up to date, acquire new knowledge and skills, have the opportunity to fulfil your potential and in turn contribute to the achievement of a successful college.

ANNUAL LEAVE

We offer an extremely generous annual leave entitlement:

- Academic staff receive 47 days
- Business Support Staff receive 30 days increasing to 33 days after 5 years continuous service
- Business Support Managers and Heads of School receive 35 days
- Curriculum Managers receive 40 days each year

These entitlements are in addition to Bank and Public Holidays normally observed. Please note that the college closes during all Bank Holidays and between Christmas and New Year.

PENSION

Dependent on your role you will be eligible to join either the Teachers Pension Scheme or the Local Government Pension Scheme.

TAX FREE BENEFITS

The College offers salary sacrifice benefits including:

- Childcare vouchers which enable significant savings to be made on the cost of childcare
- Cycle to work scheme which provides the opportunity to purchase a bike and / or safety equipment

BENEFITS OF WORKING AT CENTRAL COLLEGE NOTTINGHAM CONTINUED

EYE CARE

All employees who are classed as Display Screen Equipment (DSE) users are entitled to a free eye test if requested.

LOSS OF NO CLAIMS / EXCESS INSURANCE SCHEME

This scheme provides financial reimbursement for the loss of your no claims bonus and or accidental damage/ theft relating to your vehicle if damaged at work.

RAC DISCOUNTED MEMBERSHIP

We offer a discounted RAC package for employees on a single or joint membership basis with varying levels of cover.

WESTFIELD HEALTH CASH PLAN

This Health care plan gives money back towards your healthcare bills including sight tests, new glasses and contact lenses, dental fees including fillings, therapy treatments including physiotherapy, consultations and much more.

NOTTINGHAM CITY TRANSPORT*

NCT are working in partnership with Central College Nottingham to offer Easy rider travel cards at an annual price, saving a third off the normal monthly price. An Easy rider travel cards offers employees the chance to leave the car at home and travel by bus instead, whilst having a positive impact on parking, emissions and congestion.

TRENT BARTON*

Trent Barton offer employees a get on together 12 month travel pass at a competitive rate.

CYCLE TO WORK SCHEME*

The cycle to work initiative is a salary sacrifice scheme that enables employees to purchase the best bikes and equipment up to £1000. The college buys the bike and the employee pays it back in 12 monthly instalments from their gross salary.

EMPLOYEE SUPPORT HELPLINE – ICAS

As a Central College Nottingham employee you have access to a confidential counselling support service 24 hours a day, 365 days a year. They offer confidential advice on solving the challenges and situations we face throughout life.

The range of issues includes:

- Financial
- Family matters
- Relationships
- Legal
- Insurance claims
- Stress
- Debt

* Employees who unfortunately will not be eligible for these schemes are those who are currently on a fixed term contract, in a probationary period, do not earn more than the national minimum wage after the loan repayment or hourly / sessional contracted staff.

BENEFITS OF WORKING AT CENTRAL COLLEGE NOTTINGHAM CONTINUED

MATERNITY, PATERNITY, SICKNESS AND ADOPTION LEAVE

In addition to your statutory rights to pay and leave, Central College Nottingham offers enhanced occupational schemes to staff.

JOB SHARE

The College recognises that there are many benefits of job sharing such as: reduced labour turnover, increased efficiency and flexibility, greater continuity, higher productivity, wider choice of applicants, improved morale, the ability of staff to fit the job around their own domestic arrangements, improved career planning and the recruitment of a skilled labour force. As part of the commitment to create a family-friendly work environment, the College will positively consider applications from employees to job share.

FLEXIBLE WORKING

The College offers flexible working arrangements for those with children or other caring responsibilities. The College has a variety of working patterns available including full time, part time and term time only working. Also whilst in employment you are able to request a change to your working pattern to suit your domestic circumstances and achieve a better work-life balance.





EQUALITY, DIVERSITY AND INCLUSION

EQUALITY, DIVERSITY AND INCLUSION

At Central College Nottingham you have a right to be treated with respect and dignity during your time with us as a learner, member of staff, visitor or service user. To achieve this the college will endeavour to ensure that you are not treated less favourably because of your age, disability, gender, gender identity, parental or marital status, race or nationality, religion or belief, sexual orientation, trade union activity or any unrelated criminal convictions. Central College Nottingham is proud of and values the contributions made by the rich diversity of all who work and learn here. It is our aim to provide an inclusive working and learning environment where everyone in the College community is fully respected and supported.

You can find the Corporations Equality, Diversity & Inclusion Policy and other related policies at www.centralnottingham.ac.uk

POSITIVE ABOUT DISABILITY

The College is positive about the employment of disabled people and takes positive action to recruit, support and develop disabled employees. We will guarantee an interview for disabled applicants that meet the essential requirements of the role as outlined in the person specification of the job description. So that we can support and accommodate your needs please tell us whether you have a disability using the equal opportunities monitoring form. Please note that this form is seen only by a member of the Human Resources Team and is separated from your application before it is shortlisted.

EQUALITY, DIVERSITY AND INCLUSION CONTINUED

RECRUITMENT OF THOSE WITH AN EX-OFFENDING BACKGROUND

Central College Nottingham uses the Disclosure and Barring Service (DBS) Disclosure Service to assess applicant's suitability for positions of trust. The College complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction, caution or any other information received, and having a criminal record will not automatically bar an applicant from working for the college or undertaking a placement; this will depend on the nature of the position and the circumstances of the offence.

A full copy of the college's policy in respect of DBS disclosure and recruitment of ex-offenders is available upon request from Human Resources.

DISCLOSURE AND BARRING SERVICE

As a condition of employment you will be required to obtain a satisfactory Disclosure from the Disclosure and Barring Service as all positions within the college have the opportunity for contact with children and adults. The College will fund the cost of obtaining a Disclosure. Applicants are asked to declare information with regard to being on the ISA barred list or having previous convictions/cautions/ bind-overs, on a separate disclosure form. This should be posted along with the application form in a separate sealed envelope, or emailed to confidentialhr@centralnottingham.ac.uk if applying by email.

RIGHT TO WORK IN THE UNITED KINGDOM

Please note that you must be eligible to work in the UK and be able to comply with requirements of the Asylum and Immigration Act to obtain a post within Central College Nottingham.





YOUR APPLICATION FOR EMPLOYMENT

YOUR APPLICATION

We aim to appoint high calibre people to roles within Central College Nottingham. In doing so we will deploy a fair and consistent approach to all aspects of recruitment and selection, paying due regard to good practice.

Every application is treated in exactly the same manner and prospective employees will be solely judged on their merits from their application, in relation to the person specification. In doing so we are unable to consider previous applications or any personal knowledge we may have of you. The information provided on your application form is the only information we will use in deciding our shortlist for interview, and therefore we ask that you complete this comprehensively.

Before you begin to complete the application form it is important to take some time to read through the enclosed job description and person specification and think about how your skills and experience might match the requirements. Application forms can be downloaded online at www.centralnottingham.ac.uk/careersatcentral

APPLICATIONS IN ANOTHER FORMAT

Unless the advertisement specifies that applications should be made by Curriculum Vitae you should not apply in this manner. CV's will only be accepted if a completed application is also submitted. Applications are welcomed from people who have a disability either on disk, audio or video tape or in writing or typewritten on plain paper.

YOUR APPLICATION FOR EMPLOYMENT CONTINUED

COMPLETING THE APPLICATION FORM

- Read through the application form carefully and consider making a draft copy to avoid any mistakes on the final application
- The skills and experience section of the application form is particularly important as this is your chance to tell us why you think you would be suitable for the role
- In this section you should clearly state how you meet the criteria set out in the person specification, (those marked with an “A” in the assessment column, meaning that they will be assessed from the application form) drawing on specific examples from your recent work experience or non-work related activities. For example; where an essential criterion states “be able to demonstrate the ability to work within a team” it would be insufficient to simply write “I am able to work in a team” or “I am a good team player”. Here we would like to see a specific example which demonstrates your ability; the short-listing panel will not make any assumptions where information is not explicitly provided
- You may wish to structure this section using headings taken from the criteria on the person specification and bullet point your qualifications, experience, knowledge and skills under each of the criteria

- Ensure that your application is neatly presented, legible, well organised and complete; simply putting “see attached CV” in every section will not constitute a completed application form. You may attach additional numbered sheets as required
- It’s important to read through your application carefully before submitting to check for any errors and / or omissions
- If you are applying for a number of jobs then you should tailor each application accordingly to each post

RETURNING YOUR APPLICATION

Please send your completed application, along with the Equal Opportunities Monitoring form to this address (see right) or by email to **vacancies@centralnottingham.ac.uk**
The jobs hotline number is 0115 884 2455.

Human Resources
Central College Nottingham
High Road, Chilwell
Beeston, Nottingham
NG9 4AH

SHORT-LISTING

Short-listing is the first stage in the selection process and takes place against the job related criteria within the person specification.

- Short-listing is conducted by a panel that assesses the information provided in each application form against the person specification. They will score your application based on the information that you provide on your application form
- The panel do not see the equal opportunities monitoring form and this is retained by HR
- If you have been shortlisted we will contact you with details of the interview arrangements usually by post
- We will offer an interview to any candidate with a disclosed disability who meets all the essential criteria in the person specification
- If you don’t hear from us within 3 weeks of the closing date please assume you have not been successful on this occasion
- Given the volume of applications we are unable to contact unsuccessful applicants to advise them of the outcome of their application where it was unsuccessful

INTERVIEW FACILITIES

We will make every effort to provide appropriate facilities for your interview. If you have any specific needs please contact the Human Resources Team on 0115 884 2799, in advance of your interview date to help us ensure that your requirements are met. Interviews normally take place 1-2 weeks after the short-listing date.

TASKS, PRESENTATIONS AND ASSESSMENTS

You may be asked to give a presentation or complete a task / test in addition to your interview. This will be confirmed to you in the letter inviting you to interview along with details of any equipment (if applicable) available to you.

YOUR APPLICATION FOR EMPLOYMENT CONTINUED

THE INTERVIEW

Please make sure that you arrive approximately 5–10 minutes before the planned time of your interview.

- The interview panel normally consists of 3 people one of which is usually the line manager of the post for the area for which you have applied
- The interview will normally last between 20 minutes and 1 hour depending on the level and nature of the post
- The panel will ask the same core questions of each candidate and may ask supplementary questions as necessary. Panel members will usually take notes during the interview to assist them in making their final decision
- You will be provided with the opportunity to ask questions at the end of the interview

INTERVIEW PREPARATION

We would suggest that prior to the interview you take some time to:

- Read through the job description and person specification again as the questions asked will be directly related to these criteria
- Think about the questions you might be asked in advance and about how you might answer these
- Prepare a variety of sample responses which demonstrate your skills, experience and knowledge based on the details provided in the person specification
- Visit our website at www.centralnottingham.ac.uk to find out more about the college
- Think about any questions you would like to ask the panel as you will be given this opportunity at the end

As a guide you can expect to be asked competency-based questions which will be phrased in the following ways:

- Please tell the panel about a time when you have...
- Please tell the panel about your contribution to...
- Please tell the panel what experience you have had of...

FINAL SELECTION

Once a decision has been made by the interview panel on who they would like to appoint, the panel will contact the successful candidate by telephone to make an offer. Any appointment will be subject to satisfactory employment checks such as references, clearance from the Disclosure and Barring Service, medical clearance, eligibility to work in the UK or work permit / visa and proof of qualifications (as applicable). Those that have not been successful will be informed either by telephone or in writing within 5 working days of the interview. The College will provide interview feedback on request.

MONITORING OF APPLICATIONS

We use the monitoring information which you provide to us to collect data on all applicants in relation to their age, disability, race, colour, ethnicity, nationality, religion or belief, gender, gender reassignment, marriage and civil partnership, or sexual orientation. This is used to measure the effectiveness of our recruitment process and is in compliance with the requirements of the Equality Act 2010.

YOUR APPLICATION FOR EMPLOYMENT CONTINUED

AND FINALLY.....

Did you know you can subscribe to our vacancies mailing list to receive emailed updates of all Central College Nottingham vacancies?

To subscribe please visit www.centralnottingham.ac.uk/explore-central/careers-at-central/register-your-interest.aspx





CONTACT US ON 0115 914 6414
CENTRALNOTTINGHAM.AC.UK



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