

## **A BRIEF GUIDE FOR APPLICANTS PLEASE READ BEFORE COMPLETING APPLICATION FORM**

### **Recruitment Policy**

Our policy is to ensure that the recruitment process is as objective as possible. All candidates are assessed against the same criteria and every effort is made to give them an equal opportunity.

All posts have a job description and person specification:

- The job description describes the post in detail so that job applicants are clear about the competencies required.
- The person specification identifies the minimum skills, experience and qualifications needed by the post-holder to carry out the job effectively.

### **The application form**

- Please complete this in full in black ink or type. Please ensure that the information you give is clear and relevant and include how you gained the skills and experience necessary for the post. It is important that you tell us about your skills, experience and qualifications which are relevant to the post as we are unable to make assumptions.
- When completing your employment history, it is important that you include all relevant work experience, including part-time or voluntary work.
- You must give your present or most recent employer as one of your referees. If you do not wish us to contact your present employer, please tick the box on the form. All references will be taken up prior to employment.
- If you require special facilities at your interview or during employment, please give details on the form. Every effort will be made to meet your needs.

### **Short-listing**

- The skills, experience and qualifications in the application will be matched against the criteria in the person specification to short-list applicants for interview.

### **Interview**

- All candidates are asked the same core questions, with supplementary questions asked by panel members if they see fit.

- The criteria on the person specification may be tested by interview and / or practical assessment.
- Travel expenses may be payable. A claim form will be sent with your invitation to interview letter.
- Decisions about appointments are normally made very soon after the interview.

### **Other conditions of appointment**

- The decision of the interview panel is made on the basis of information given during the recruitment process.
- All appointments are subject to the receipt of two satisfactory references, medical clearance by the college's Occupational Health Physician and a satisfactory CRB check.
- New appointees are subject to a probationary period.

### **Principles used when deciding the starting salary of new members of staff.**

When considering the starting salary to be offered to a new member of staff, the following are considered:

- Qualifications – teaching and vocational as relevant
- Successful teaching / vocational experience
- The rates of pay within the staff team of occupational group with similar experience and qualifications.

There is sometime room for negotiation and skill shortages and market rate may increase the offer made.

All offers are confirmed in writing and the individual is required to confirm their acceptance of the offer in writing.

### **We can offer**

- A stimulating and supportive working environment
- Competitive employment terms, conditions and benefits
- Occupational pension scheme
- Further training, if needed
- Day nursery provision for children of staff and students (at Strode College only – fees payable, subject to available places. Details can be obtained from the Personnel Office).
- As an 'Investor in People' we have a commitment to open communications and the professional development of our staff.

## Directions for Strode College

### Travelling by car

Leave M5 at J23.

Head for A39 Street / Glastonbury.

After 1 mile turn left onto A39 towards Glastonbury.

After a further 7 miles you will pass through the village of Ashcott.

Continue to travel along that road for 2 miles until you reach the village of Walton.

Go through village of Walton and remain on road (do not turn right towards Street as signposted).

At mini roundabout (McDonalds and Sainsburys on your left) go straight over.

Keep on road until you reach traffic lights – go straight over.

Keep on road until you reach next set of traffic lights (200 yards) – go straight over.

Move into right hand lane.

Take second exit off roundabout.

Keep on road until you meet next roundabout (National Tyres on left).

Take first exit on your left.

Travel down Church Road (Church is on your left and Strode College is on your right).

Car park is round bend on your right.

### Travelling by Train

The nearest train stations to the college are

Taunton (45 minute taxi journey)

Castle Cary (30 minute taxi journey)

Bridgwater (30 minute taxi journey)

### Travelling by Bus

Please telephone 'traveline' on 0870 608 2 608 for up to date timetable information

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