**IMPORTANT INFORMATION FOR APPLICANTS**

Before completing the form it may be beneficial to read the following notes for guidance.

1. Please ensure **all sections** of the application form are completed in full. CV’s, Letters or any other supplementary material in place of, or in addition to the application form **will not be accepted.**  Do not change the size and/or write outside the boxes **as this will disqualify your application**.
2. **Please fully demonstrate how you meet each of the selection criteria**. Please pay particular attention to the essential criteria detailed in the Personnel Specification and make sure you address these requirements in full as shortlisting will be carried out on the basis of the information contained on your application form.
3. The Equal Opportunities Monitoring Form needs to be returned with your application form.
4. Please use the application form only (no additional sheets). It is your responsibility to indicate clearly on the application form and respond to personnel specification (where appropriate) how you meet each element of the criteria set out in the job description of the application pack (including qualifications or equivalences).
5. Each member of the selection panel will be given a copy of your application form only. **Do not, therefore, include covering letters, CV’s, References, Examination certificates or any other documents with your application.**
6. If your application form is **received** **after the closing date/time it will not be considered**.
7. Qualifications required for the position should be obtained by the closing date of the application process.
8. You will receive written OR emailed notification from the College following shortlisting and, if applicable, interviews.
9. If you have any queries in relation to the selection process or the post in question, please contact the Human Resource Office. You should not make a direct approach to any other member of staff of the College or any member of the Governing Body. If you do, your application may be disqualified. **CANVASSING WILL DISQUALIFY**.
10. If you take up an appointment within South West College you should note that you may be required to work at any Campus of the College as necessary.
11. You should note that the advertised criteria represent the minimum level of qualification and/or experience required for the post which may be enhanced by the shortlisting panel.
12. An Access NI Disclosure Certificate must be obtained by all new members of staff. Access to the online application form will be provided at the start of the appointment process and a fee of £33 must be paid. A criminal record will not necessarily be a bar to obtaining a post within the College.

Further information is available from SWC, HR Department and

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

**GENERAL**

If you are applying for a post which requires you to travel as part of your daily duties, you are required to hold a full (i.e.) not provisional, current driving licence which enables you to drive in Northern Ireland, and a car for official business, or, access to a form of transport which will enable you to meet the requirements of the post. Please be advised that this alternative, (i.e.) access to a form of transport, is a “reasonable adjustment” specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. Given the business need for the post-holder to carry out specific duties, the “reasonableness” of this adjustment will be thoroughly considered prior to any appointment being made.

**Closing Date: Tuesday 28th November 2017 @ 12 noon**

The recruitment process is administered by the College’s Human Resource Offices and all forms should be returned to the address below:

**South West College - Dungannon Campus**

**Circular Road, Dungannon, Co Tyrone BT71 6BQ**

**or**

**e-mail to:** [**HR@swc.ac.uk**](mailto:HR@swc.ac.uk)