

RECRUITMENT INFORMATION

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The College is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

ADVICE FOR APPLICANTS

Please remember that the decision to shortlist applicants will be based entirely on the information provided on the Application Form and supporting papers (excluding Curriculum Vitae). The following notes are therefore provided to assist you in the completion of your application.

All sections of the application form must be completed in black ink/ biro or typed, as forms may be copied. The form can be made available if necessary in different formats (i.e. Braille, tape) if so requested.

- ❑ Separate application forms must be completed for each post applied for.
- ❑ Please read any information supplied with the application form, especially the job description and personnel specification.
- ❑ Include all relevant experience that you have had. For example, it may be that you have been unemployed at some point, but undertook voluntary work. Please continue on a separate sheet of paper if there is insufficient space and attach this to the application form. Please ensure that you explain any gaps in employment history.
- ❑ Two references will be required for all positions, one of which should be your present or most recent employer. Leeds College of Building reserves the right to contact past employers where it seems necessary. References will not be sought until the position is offered, if you indicate this on the application form.
- ❑ If you have not worked in paid employment, you may provide the name and address of someone who knows you well. This should not be a relative. For example, if you have just left school, you could give details of your tutor.
- ❑ The College is a Disability symbol user and as such agrees to meet all the commitments associated with the symbol including ensuring all applicants with a disability who meet the minimum criteria are interviewed.
- ❑ The College has achieved the Investors in Diversity Award and is committed to Equality & Diversity. Pages 1 and 2 of the application form will be kept separate from the main body of the form and will not be sent to the short-listing panel.
- ❑ If you do not have enough space on the application form, any additional information may be supplied on a separate piece of paper and attached to the form.
- ❑ When you have fully completed the application form, read it through carefully before signing and returning it. Please ensure that all the information on the form is accurate because any false or misleading information may result in withdrawal of any offer, disciplinary action or dismissal. Please ensure you return the form to the Human Resources Unit before the closing date.
- ❑ It is sometimes not possible to respond individually to all applicants. If you have not heard from us within six weeks of the closing date, please assume you have been unsuccessful on this occasion.

Should you wish to discuss any aspect of your application, please contact the Human Resources Unit in the first instance (Tel: 0113 222 6020).

TERMS AND CONDITIONS OF APPOINTMENT

ALL STAFF

Conditions of Appointment

All appointments are offered subject to a probationary service of up to 10 months, during which time performance will be assessed. In addition, all appointments are subject to:

- Medical clearance
- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Satisfactory Criminal Records Bureau Disclosure

Pension Arrangements

All lecturers have the opportunity to participate in the Teachers Pension Scheme. Support staff can participate in the Local Government Pension Scheme, Management Spine staff can join either scheme. Both schemes provide comprehensive retirement benefits. It is often possible to transfer benefits from a previous company or private pension plan into the scheme.

Working Hours

The standard full time working week for staff is 37 hours. Full time teaching staff are expected to teach 886 hours per year. A flexible working hours system is in operation for some staff.

Maternity/Paternity/Adoption

These schemes provide benefits that are over and above the normal statutory benefits.

Sick Pay

The College has a scheme of sickness benefits, which are over and above the statutory sickness entitlements. Sickness absence is monitored in line with the College's Sickness Absence Management Policy.

Training and Development

Leeds College of Building was the first college in West Yorkshire to achieve the Investors in People award and has continued to maintain the standard through each re-assessment. We remain committed to the professional and personal development of all our employees. Individual Training and Development needs are identified via the staff Performance Review system. All teaching staff are legally required to achieve teaching qualifications which will be fully discussed upon appointment.

Holidays

Full time lecturers and management spine staff are entitled to 35 days of annual leave per year, as well as up to 5 days of additional leave to be taken on days when the College closes on grounds of efficiency (for example between Christmas and New Year). Full-time Support staff are entitled to 30 days annual leave per year. Staff are asked to take up to 3 days holiday as days when the College closes on the grounds of efficiency. All staff are entitled to 11 statutory and extra statutory holidays. Part-time staff receive a pro-rata entitlement.

Staff Parking

Car parking is available for staff around the College on a first come first served basis. A car parking permit must be displayed in the vehicle whilst on College grounds.

TERMS AND CONDITIONS OF APPOINTMENT

Trade Union Representation

The College acknowledges and accept the importance of consultation and partnership with employee representatives. Accordingly, it recognises UCU for Lecturing and Management spine staff and UNISON for Support and Management spine staff.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal parts. Payment is made on the 26th days of each month or the Friday previous if 26th falls on a weekend or a bank holiday.

Salary Progression

Salary progression will be in accordance with the criteria approved by the Corporation.

Location of work

You may be required to work, either on a temporary or indefinite basis, at any premises at which the Corporation may provide services.

Equality and Diversity

Leeds College of Building is committed to the principle of equal opportunity in employment. The College has achieved the Investor in Diversity standard and the College will aim to ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

INFORMATION FOR DISABLED APPLICANTS

Leeds College of Building has an obligation to ensure that:

1. Disabled People receive fair treatment throughout the recruitment and selection process and in their employment with Leeds College of Building.
2. Adjustments are made wherever reasonable to do so, to allow disabled applicants to compete to the best of their ability during the recruitment process and to assist them in their employment with the College.

Leeds College of Building is committed to fulfilling these obligations. In order to do this we need to ask you questions about your disability at various stages of the recruitment and selection process. Please remember that although you are not obliged to tell us about your disability any details you provide will help us to help you demonstrate the extent of your skills and abilities. Any information you give us will be treated in the strictest confidence.

Please detail the nature of your disability on the application form and give details of any requirements you may have to enable you to attend an interview. This information is important because it helps us to make sure that you have every opportunity to demonstrate your true abilities throughout the recruitment and selection process.

NOTE: If you need to submit your application form in a different format we would be pleased to help. You should contact the Human Resources Unit for advice and assistance:

Telephone: 0113 222 6020

Minicom number: 0113 2226016

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

1. As an organisation using the Criminal Records Bureau (CRB) disclosure Service to assess applicants' suitability for positions of trust, Leeds College of Building complies fully with the CRB code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
2. Leeds College of Building is committed to the fair treatment of its staff, potential staff and students, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. The college actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcomes applications from a wide range of candidates, including those with criminal records. The college selects all candidates for interview based on their skills, qualifications and experience.
4. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
5. Where a Disclosure is to form part of the recruitment process, the college encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The college requests that this information is sent under separate, confidential cover to a designated person within Leeds College of Building and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.
6. Unless the nature of the position allows Leeds College of Building to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
7. The college ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The college also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. At interview, or in separate discussion, the college ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. The college makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and makes a copy available upon request.
10. The college undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with Leeds College of Building. This will depend on the nature of the position and the circumstances and background of your offences.