

Dear Applicant

Thank you for the interest you have shown in our recent advertisement, and as requested, I am enclosing an application pack. Please ensure that your completed application form **arrives no later than the advertised closing date**, and that the **Post Title** and **Reference** are clearly marked on both the envelope and application form. Please also ensure that if returning your form by post you pay the correct postage for the size of envelope used as **the College is unable to pay for any applications which are incorrectly stamped**.

In the event of a postal strike, you may prefer to visit our website at www.cant-col.ac.uk to obtain an application pack. You can also return your application form via email to recruitment@cant-col.ac.uk, but again we would ask that you ensure it reaches us no later than the advertised closing date.

The application form should be completed **in full**, with reference to the enclosed job description. Please note that the person specification forms the basis of the criteria for short-listing candidates, so it will therefore help your application if you ensure your application contains evidence of your qualifications, skills, knowledge and experience in line with the criteria contained in the person specification.

Should you require acknowledgement of our receipt of your application, please enclose a **stamped, self-addressed envelope**. Interviews should be held during the week published, and you will hear the outcome of your application whether or not you are short-listed for interview.

The College is committed to Equal Opportunities and operates a policy of monitoring applications. Since the monitoring form is confidential and this form is detached prior to short-listing we would be most grateful if you would take the time to complete it.

I would also draw your attention to the fact the **College posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974**, which means that you are required to disclose all information regarding previous cautions, convictions, warnings and reprimands including "spent convictions". You are required to do so by completing the Declaration of Previous Convictions form included with the College application form. Whilst this information will not debar you from consideration for the post, should your application lead to employment with the College, failure to disclose may lead to dismissal. Offers of employment with the College **will also be subject to a Disclosure from the Criminal Records Bureau (CRB)**. I would like to assure you that all information is treated as confidential and dealt with according to the CRB Code of Practice.

Finally, I hope this is all clear, however should you have any queries regarding your application, please do not hesitate to contact our **HR Department on (01227) 811189**.

Yours sincerely

Sharon Hollingsworth
HR Team Leader
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Canterbury College is an Equal Opportunities employer