

General points

- Read these notes carefully before completing your application form.
- It provides the only information we will use to assess your suitability for the job and our decision whether or not to progress your application will be based on this information.
- Be sure to fill in the post title, as our HR Department process a high number of applications and this ensures that you are to be considered for the correct post.
- Information that applicants provide, both on application and at interview, must be accurate and complete.
- If information provided is inaccurate or incorrect then ITEC Training Solutions may withdraw an offer of employment, or take disciplinary action, including, dismissal.
- If you have a disability and need any help in completing the form, or require the information in large print, or any other format, please contact the HR Department.

Qualifications and Training

- Include information about any relevant courses that you have completed.
- Include all qualifications and training which may be part-time as well as full-time.

Employment Experience

- Give details, to the nearest month and year, of previous jobs held.
- Account for any gaps in your employment record.
- Include relevant experience gained through part-time or voluntary work.

Supporting Statement

- Evidence skills and competencies relevant to the role.
- Prior to completing, please refer to the job description.
- Make reference to your experience relevant to the role
- Include any skills developed outside of work, whether home-based or social/community activities, including, voluntary, bringing up children etc
- Include previous and present employment, study, training and / or any other experience gained.

References

- Safeguarding is an integral part of our work, we will therefore require reference checks.
- Please ensure you provide reference details that cover at least the last three years of employment including one from your employer
- If you are unemployed, include your last employer
- If you have worked in a voluntary or unpaid capacity; include the chair of the committee as a reference
- If you have been in education or training during this period of time, please provide details of the organisation and your tutor / lecturer

Criminal Record Declaration

- With some exceptions having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared criminal records, which we believe is relevant to the post we will discuss this with you at interview.
- If the post you are applying for is not exempt from the Rehabilitation of Offenders legislation, e.g. jobs that do not involve working with children, you must declare only 'unspent' convictions.
- If the post is exempt from the Rehabilitation of Offenders legislation, you must declare all convictions, cautions, reprimands, or final warnings on your criminal record, both spent and unspent.
- Successful candidates will also be asked to consent to a standard or Enhanced Disclosure via the Criminal Records Bureau or Disclosure Scotland
- Any information declared will be kept confidential and in line with data protection principles.

Completion

- Please return your completed application form by the closing date, via post or email. If it arrives late, we may not be able to consider your application.
- Complete an online application form and email it directly through to the Human Resources department: human.resources@itectraining.com or
- Print off the application form and post it, on completion, to the Human Resources Department, ITEC HOUSE, Penarth Road, Cardiff, CF11 8TT
- Contact the Human Resources department on 02920 663800 and request an application pack to be sent to you.
- All applications for open vacancies must be accompanied by a completed application form
- Remember we are only able to measure your suitability from the information you provide.
- If you require any further advice on any of the above, please phone or email the HR Department

Data Protection Act 1998

The information you provide on this form will be stored either on computer or in the form of manual records. It will be used by ITEC Training Solutions to monitor the implementation of its Equal Opportunities and associated employment policies. It will not be used for any other purposes or disclosed to any other organisation except in pursuance of our statutory obligations. In the case of unsuccessful applicants manual information may be retained for a maximum of six months.