



THE APPLICATION PROCESS

This document describes all possible steps in the application process, please read this document carefully.

As our students are vulnerable adults and it is our duty to protect them, we need to carefully check all prospective staff in accordance with current legislation. Therefore please do not be offended if we question your documents or ask you to submit or provide more information.

Please Note:

- You may submit your documents in any order as they become available to you BUT we would recommend that points **1 and 2** are done first, rather than you committing yourself to expense and time organising the other items.
- You will probably note that non UK nationals have to provide us with more documentation than UK citizens. We have to do this because of language barriers and because of Visa regulations.
- If possible, please send us the **original** documents, if this is not impossible we might allow you to send **scanned** documents by e-mail, we can not accept faxed documents. Please get in touch with us if there is any reason why you can not send original documents.

1. Fill in and submit a Staff Application Form.

- The Staff Application form can be downloaded from our website. If you don't have access to the internet we will send it to you on request.
- The Staff Application form should be completely filled in on a computer (MS Word version) or by using black ink in BLOCK CAPITALS (PDF version). Please remember to sign it and include your photo. Information of how to sign the WORD version can be found on the application form.
- Please answer the questions honestly and to the best of your knowledge – if you are unsure on how to complete a question please get in touch with us.
- Upon receipt of your application form (by mail or e-mail) we will send you an acknowledgement.

2. Pass Our Verbal English Test (Non UK citizens only)

- You are not expected to be completely fluent but we do expect you to have a good command of the English language. During the test, which should only take a few minutes, we will ask you a few questions that you must answer.
- To take the test you will be contacted by e-mail and informed when to phone Caroline Andrews on the phone number + 44 1550 760401 from 9.00am to 5.00 pm.
- We will quickly convey the result of this test to you.

3. Job interview (Only if practically possible)

- If possible you will be invited for a job interview where you will also have the possibility to be shown around Coleg Elidyr.

4. Send us a Police Clearance Certificate (Non UK citizens only)

- This is a document issued by your local government/judicial/police office to confirm that you have no convictions.
- As this document is not normally issued in English we ask all individuals to also provide a **fully certified translation** by an official translator, school or university. You may find that your local school or university may provide this service cheaper than an official translator.

5. Send us two references

- We require a minimum of two references and may decide to ask you for more. If you are a UK citizen, we will request the references from the people you have mentioned on the application form. If you are a non UK citizen you will have to acquire the references yourself.
- One of the references must be from your immediate last or current employer, or if you are in education from a tutor or teacher from your school, college or university.
- The references should comply with the following criteria:
 - The references must be issued on the official; formal **letter headed paper** of the establishment, organisation or company issuing the reference and should also contain their official stamp.
 - The references must be dated and signed, and contain full contact details.
 - The reference must be objective and must **not be from close family**. It should be from your employer, a professional, or somebody of good standing in your local community, for example your teacher or tutor, a policeman, a doctor, nurse, mayor, etc., writing the reference in their official capacity.
 - The referee must explain how they know you, in what capacity, and for how long. We want them to describe your personal and work character and how they think you would be suited to the role you are applying for.
 - We prefer that the reference is issued in English, if it is not, then we expect you to provide a full certified translation by a professional. You may find that your local school or university may provide this service cheaper than an official translator.

6. Medical Certificate (Non UK citizens only)

- Your doctor should be able to provide you with a certificate to confirm that you are in good physical and mental health, that you have no contagious diseases and are fit to fulfil the job role you are applying for.
- Any afflictions, conditions, disabilities or allergies that you have, as well as any current medication prescribed for any reason must be mentioned.
- It is preferred, but not essential, that all non- and Ascension EEC Nationals provide documentary evidence of BCG vaccination (Tuberculosis). Should you be unable to provide this, you will be referred to the local health authority for screening upon your arrival here.
- If the Medical Certificate cannot be issued in English, we expect you to provide a full certified translation by a professional. You may find that your local school or university may provide this service cheaper than an official translator.

7. Your Acceptance

- We will now decide if we offer you a position. We will only be able to do this if we are satisfied with your application form and your documents.
- If we offer you a position, we will inform you by e-mail and/or post.
- You will be requested to confirm in writing (email or letter) that you accept our offer.

8. Visa procedures (Visa Nationals only)

- At this point we will instruct and advise you on how to obtain a visa. Please follow our advice carefully. Your position with us will also be determined on the success of your visa application, as obviously you will need a visa or entry clearance to enter the UK to join us.
- It is very important that Visa nationals are fully aware of, and fully understand, the rules that will apply to your '**voluntary work visa**' as enforced by our country's Immigration Department (more information to found at: www.ukvisas.gov.uk.)

These are some of the rules you need to be aware of:

- You are only allowed to reside at Coleg Elidyr and will remain under our jurisdiction (except for short holidays).
- You are not allowed to work, whether paid or unpaid, at any other establishment other than Coleg Elidyr.
- You are not allowed to claim or receive public funds (state benefits).
- You will have to register with the local police (therefore please bring two passport size photos for this purpose.)
- Should you breach any of the above conditions, we are legally required to and will of course inform the Immigration Department immediately, who may in turn decide to cancel your visa and deport you. The Immigration Dept operates, and we adhere to, these strict guidelines in order to safeguard the interests of the UK nationals' work force.
- We will also inform the Immigration Dept of your departure from Coleg Elidyr, whether early due to unforeseen circumstances, or as intended at the end of your stay with us. Your visa is only valid while you reside at Coleg Elidyr: the moment you leave Coleg Elidyr permanently your visa becomes invalid. For further information we suggest that you visit the website www.ukvisas.gov.uk and read the guidance notes.

9. British CRB check (All new staff)

- In order to safeguard our vulnerable young adults, please note that all successful applicants will have to complete a further British 'Criminal Record Bureau' check upon immediate arrival, which we will help you to complete.
- After the acceptance (and visa if needed) stage is completed, we will send you details on what identity documents to bring with you in order for us to complete the CRB check.
- Your position at Coleg Elidyr will be determined by the results of this check and we therefore reserve the right to terminate your position should we be unsatisfied with the results of your check.

If you need any more information please don't hesitate to contact us:

Prospective employees and co-workers: recruit@colegelidyr.com

Prospective guest volunteers: volunteer@colegelidyr.com