

## Advertising

NPTC Group of Colleges actively promotes equality of opportunity and welcomes applications from all sections of the community. By using varied methods of advertising a vacancy, the College feels it is better placed to attract a wide range of candidates who have the relevant experience, skills and qualifications. Externally, adverts are always placed on the following websites; Jobcentre Plus, FE Jobs, Eteach, Twitter and on this website. Adverts are always advertised internally to ensure accessibility.

## Applying for a vacancy

Applicants can:

**Apply online** by clicking on the button to the right of the post advertised;

**Download an application form** and return it to:

Recruitment Team  
Human Resources Department  
NPTC Group  
Dwr-y-Felin Road  
Neath  
SA10 7RF

**E-mail: [jobs@nptcgroup.ac.uk](mailto:jobs@nptcgroup.ac.uk)** to request an application form quoting the relevant job title and reference number.

**Telephone: 01639 648031** to request an application form quoting the relevant job title and reference number.

## Shortlisting

After the closing date, applications are sent to the relevant department for shortlisting. All candidates are assessed against the published criteria. Those candidates who best meet the criteria are invited to an interview.

## Selection Process

The selection process will depend on the type of vacancy for which you have applied. All vacancies will involve a panel interview and in order to conduct a full evaluation of candidates, the selection process will include, if appropriate, additional measurement tools e.g. a presentation and/or a work related task.

All candidates will be asked to bring to the interview documentation required under Section 8 of the Asylum and Immigration Act 1996. Details of the documentation will be provided in the letter of invitation to interview.

The letter inviting you to attend an interview will also advise you of the location. For directions to the necessary campus, please view our campus' section on our website and click on the specific location.

## References

Two references are requested for each candidate using a standard reference request letter. Appointments may be delayed pending receipt of references. All appointments are subject to satisfactory references.

## Offer of Employment

The HR Department will send written confirmation to both unsuccessful and successful candidates. The successful candidate will be sent an offer of employment letter and a recruitment pack, which will include all the information that we need for you to commence your employment.