

Q. Who can apply for NPTC Group of Colleges vacancies?

A. If you believe that you have the right qualifications skills experience and aptitude for the post we would love to hear from you. If you are unsure, the job description and person specification will provide you with details of what we are looking for.

Q. Can I apply with my CV?

A. The College requires all external applicants to complete an application form as this gives us the information about you and the other candidates in a consistent way. This helps us to ensure our process is fair. It also helps us to collect equality and diversity information regarding all of our candidates, to meet our statutory obligation and help us support candidates from all sectors of the community.

Q. Where can I get an application form?

A. When you are on the NPTC Group of Colleges' website, you can apply online by clicking on the "Apply Now" button to the right of the post advertised, or you can download the application form by clicking on the "Application Form Download (Word)" button. If you are experiencing difficulty accessing the application form online you can contact us at jobs@nptcgroup.ac.uk or by telephone on **01639 648031** to request an application form.

Q. How long does shortlisting take place and how will I know if I have been shortlisted?

A. Once the vacancy has closed shortlisting normally takes place within two weeks. We will write to all candidates who have been shortlisted to invite them through to the next stage of the process. Unfortunately, due to the high volume of applications we receive for some posts, we will not contact applicants who are not shortlisted.

Q. I have been invited in for an interview, what do I need to bring with me on the day?

A. You will need to bring proof of identification such as your passport or birth certificate. You will also be required to bring certificates of any qualifications that you have mentioned in your application form. We will also ask you to complete a disclosure statement as part of our safeguarding process. All of this will be outlined in your invite letter.

Q. I cannot find my qualification certificates, what should I do?

A. If you have told us in your application form that you have a qualification we are required to see the certificate. You can contact the awarding body such as WJEC to apply for a replacement.

Q. Will I need a Disclosure and Barring Service (DBS) check?

A. As an education provider we require all of our staff to have a satisfactory DBS check. If you are successful in your application we will provide you with details of how you can apply. We also require all of our staff to register with the Update Service. This makes your DBS check portable.

Q. I have been successful when can I start?

A. The following are required before you commence your employment; two satisfactory references, one reference must be from your current or most recent employer; a completed DBS application form with full supporting documentation and payment; confirmation of registration with the Education Workforce Council (EWC) if applicable and original qualification certificates.

Q. NPTC Group of Colleges has multiple campuses, how will I know where the post is based?

A. The advert will tell you where the post is based.