

ANNIESLAND COLLEGE

NOTES FOR APPLICANTS

Please read these carefully before completing the form

Completion of Application Form

The application form should be completed either in black ink or typescript, to make it suitable for photocopying, and returned to the Human Resources Department by the closing date in the advertisement. **All applicants must complete the form as fully as possible ensuring that post applied for is clearly indicated. Additional information and a curriculum vitae may be attached to supplement the information given on the form.**

Acknowledgement of Applications

The College will acknowledge receipt of all application forms.

Qualifications

All interviewees are required to bring proof of their qualifications to interview. If any individual is later found to have falsified information concerning their qualifications, they will be dismissed.

Equal Opportunities

The College is an equal opportunity employer and will consider all applicants on the basis of their suitability for a post, regardless of their sex, age, marital status, responsibility for dependants, race and ethnic origins, creed or disability.

Disability Symbol

You are asked on the application form to indicate if you consider yourself to have a disability. This information is needed so that all applicants, who have a disability and meet the minimum criteria for this post, are offered an interview.

Disclosure Scotland

Applicants are asked to note that, if successful at interview, they will be asked, **before** commencement of employment, to undergo a check through Disclosure Scotland to obtain any criminal history information. Any appointment will be subject to a satisfactory report being received. All information will be treated sensitively and in the strictest confidence.

General Enquiries

General enquiries relating to your application may be made to the Human Resources Department.