

## *How to join the team*

### **1. THE APPLICATION FORM**

Please be aware we do not accept speculative CVs and only consider candidates who have completed our application process correctly and in full. Application forms for each job posted on our website are available from within the job posting. There are two forms; both are required. If you have a disability and need support to complete the application form, please contact the HR Department by either calling us on 020 8463 8363 or by sending an e-mail to [recruitment@mordencollege.org.uk](mailto:recruitment@mordencollege.org.uk).

**IT IS IMPORTANT THAT YOU FILL IN BOTH FORMS AND UPLOAD THE CORRECT VERSIONS USING THE BUTTONS PROVIDED.**

To ensure we make the best use of the resources available to us, we will only be able to provide feedback to candidates who have been invited to attend an interview or testing session.

### **2. INTERVIEWS**

If your application is successful we will invite you to an interview which may involve a range of selection methods such as practical or written exercises, presentations or scenarios, ability or personality tests or an assessment centre together with the opportunity to meet other members of the organisation. You will be notified in advance if you are required to participate in any of these.

### **3. REFERENCES**

You must provide the names and address of at least two referees to cover a five-year period. One reference must be from your most recent or current employer. Each referee must be a manager and not a work colleague. Please ensure that you provide a current work address, telephone number and e-mail address for each referee.

### **4. DISCLOSURE – DISCLOSURE AND BARRING SERVICE AND PROTECTION OF VULNERABLE ADULTS**

Morden College works with vulnerable adults. Many jobs are therefore exempt from the Rehabilitation of Offenders Act 1974 Section 4(2) (exceptions) Order 1975. Please check the job description to see if the post you are applying for is exempt or not. Morden College believes ex-offenders should be given every opportunity to gain employment within the stipulation of the DBS (Disclosure and Barring Service) Code of Practice and the law. It therefore undertakes not to discriminate unfairly against any applicant on the basis of a conviction or other information revealed. Prior to any appointment Morden College request the DBS to complete a check on each candidate. If the role is working in regulated activity, we also request the Enhanced DBS with Barred List check. This is a list of people who are considered unsuitable to work with vulnerable adults.

### **5. WORKING IN THE UK**

If you have been made an offer for a post and you are not a UK citizen, please contact the HR Department if you require further information regarding eligibility to work in the UK.

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### **6. HEALTH ASSESSMENTS**

Morden College has a duty of care towards its employees to ensure they are physically able to carry out their job role. Therefore all new employees are asked to fill in an occupational health assessment. This may be followed up by a telephone consultation or medical examination conducted by Morden College's occupational health provider and requesting information from your GP.

### **7. EMPLOYMENT CHECKS AND ASSESSMENTS**

Once employees have accepted a job with Morden College, they will be invited to meet the HR Department to do the following:

- Complete a DBS application form
- Provide proof of their eligibility to work in the UK
- Provide original certificates showing successful attainment of qualifications referred to on the application form

A photograph will also be taken of you for Morden College's records. All posts will be subject to a six-month probationary period.

*Thank you for your interest in working for Morden College*