

THORNHILL COLLEGE
GENERAL GUIDANCE FOR APPLICANTS

NB: NEW REQUIREMENTS IN RELATION TO CHILD PROTECTION HAVE BEEN INTRODUCED TO THE RECRUITMENT PROCESS.

The following notes should be read in full before an application form is completed and submitted.

APPLICATION FORMS

Completed application forms should be POSTED OR DELIVERED IN PERSON TO THE PRINCIPAL, THORNHILL COLLEGE, CULMORE ROAD, DERRY BT488JF to be received by the specified time and date. The Board of Governors will not accept responsibility for application forms delivered by any other method. **APPLICATION FORMS RECEIVED AFTER THE CLOSING TIME AND DATE WILL NOT BE CONSIDERED.** CVs will not be read or considered.

Applicants should note, when returning application forms, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused. The College will not be responsible for paying excess postage.

COMPLETION OF APPLICATION FORM

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included. Applicants are strongly advised to consider carefully the job description and the criteria for the post and ensure that their application includes all pertinent details and demonstrates clearly how they meet the criteria for the post. Further notes are attached to assist you with completing the application form.

It should be noted that shortlisting will be based solely upon the information provided by the applicant on the form. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about any applicant. CVs will not be read or considered.

The advertised qualifications and experience requirements are the minimum levels required for the post. On receipt of significant numbers of applications, enhanced/desirable shortlisting criteria may have to be applied in order to reach a manageable number of candidates.

CHILD PROTECTION

Posts which require people to work in educational institutions or in a post where there is access to children/young people are deemed to be regulated positions and are therefore subject to provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

As such, if the post for which you are applying is a regulated position, you are required to provide information on your suitability to work with children and young people. The above Order requires the Department of Education and Department of Health, Social Services & Public Safety to maintain lists of people who are unsuitable for this type of work. It is an offence for anyone whose name appears on these lists, or who is the subject of a disqualification order from the courts, to apply for, offer to do, accept or do any work paid or unpaid in a regulated position.

The recruitment and selection process has been reviewed to introduce additional safeguards against the employment of people who are unsuitable to work with children and young people.

Candidates for regulated positions will be required to provide photographic evidence of their identity at interview. This can be a driving licence, passport, electoral card or a national identity card if the person is a foreign national. You may be refused an interview if you do not comply with this requirement.

Applicants for posts in regulated positions i.e. posts involving work in educational institutions or involving access to children/young people, may be required to explain gaps in their employment history during the interview process.

For all posts, the College will carry out pre-employment vetting checks on successful applicants through ACCESSNI, Successful candidates are required to pay £33 to Access NI for an Enhanced Disclosure of Criminal Record Certificate.

REHABILITATION OF OFFENDERS

This is a Regulated position requiring an Access NI Disclosure check (www.accessni.gov.uk) and appointment to all relevant posts will be subject to satisfactory completion of a criminal record check.

In line with the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended in 2014), successful applicants will be required to undertake an Access NI Disclosure check and confirmation of any job offer is dependent on obtaining an acceptable Disclosure check. Failure to reveal information that is directly relevant to this position could lead to withdrawal of any conditional offer of employment or — in the event of employment — result in dismissal or disciplinary action by the Board of Governors. Having a criminal record may not necessarily debar you from working with Thornhill College. This will depend on the nature of the position together with the circumstances and background of your offence(s) or other information contained on a Disclosure certificate or provided directly to us by the Police.

REFERENCES

Applicants are required to provide details of two persons to whom references may be made regarding their suitability for appointment. For regulated positions, i.e. posts involving work in educational institutions or access to children or young people, at least one of the referees should be a present or previous employer who can comment on their suitability to work with children/young people. The referees cannot be members of the selection panel for this post or members of the Board of Governors of Thornhill College. Prior consent of referees must be obtained. It should be noted that appointment to regulated positions will be conditional on receipt of satisfactory references.

DATA PROTECTION

Applicants must ensure that the details provided on the application form are correct. The data provided will be processed according to the Data Protection Act 2018. The information will be used to:

- Process your application
- Form the basis of the computerised and manual record of the recruitment process
- Form the basis of a computerised and manual employment record if appointed

PRIVACY NOTICE

Thornhill College collects a range of data about you during a recruitment process. Thornhill College is committed to being transparent about how it collects and uses that data and to meeting its data obligations.

What information do we collect?

Thornhill College collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level or remuneration;
- Your General Teaching Council Number; and
- Your Teaching Reference Number.

Thornhill College also processes sensitive classes of information that include:

- Physical and/or mental health e.g. whether or not you have a disability for which Thornhill College needs to make reasonable adjustments during the recruitment process;
- Racial or ethnic origin;
- Religious or other beliefs of a similar nature;
- Community background;
- Sexual orientation;
- Trade Union membership; and
- Criminal offences or convictions

Thornhill College may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties once you are short-listed for a position. You will not be informed that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Thornhill College process personal data?

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during a recruitment process to ensure that we make and keep records of this process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

Who your information may be shared with

In most circumstances, Thornhill College will not disclose data without your consent.

However, for the purposes of processing your application, we may be required to share your data to meet our legal or public function requirements, with the following:

- Department of Education and/or other government departments and agencies;
- Her Majesty's Revenue and Customs (HMRC)
- Access NI;
- Members of the Board of Governors/Principal of the School you are applying for;
- Panel members and Independent Assessors.

What are your rights?

As a data subject, you have a number of rights including access to your data on request, to stop us processing your data on demand, to ask us to delete your data on demand or to change any incorrect or incomplete data we hold on you. If you believe that we have not complied with your rights, you can complain to the Information Commissioner.

How we use information about you

Thornhill College will not transfer your data outside of the European Economic Area. We will protect your data internally through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by employees except in the proper performance of their duties.

How long we keep your personal data

We will keep your data in this regard for a maximum of 18 months, unless you withdraw your consent during this timescale. Our recruitment processes are not based on automated decision making and you are under no statutory or contractual obligation to provide your data to us. If you elect not to do so, however, we will not be able to process your application properly, if at all.

Complaints

If you have a complaint about the manner in which any of your personal information has been used or about how any request in respect of your information has been dealt with, you can contact our Data Protection Officer, Mr B McLaughlin, General Manager. You can make a complaint in writing by email, by telephone or in person. All complaints will be investigated in accordance with our complaints policy and in accordance with our obligations under the GDPR.

You also have the right to make a complaint, at any time, to the Information Commissioner's Office, the UK supervisory authority for data protection issues, through their website www.ico.org.uk. The ICO's details are as follows:

The Information Commissioner's Office — Northern Ireland
3rd Floor
4 Cromac Place
Belfast
BT7 2JB

NOTIFICATION OF SUCCESSFUL CANDIDATES

It should be noted that interviewing panels. Including Boards of Governors, recommend candidates for appointment. Candidates are advised that a recommendation for appointment is not an offer of employment and must not be treated as such.

A candidate is deemed to have been offered the post only on receipt of a formal written offer of employment from the Principal or HR Manager and on the satisfactory completion of Disclosure vetting. Recommended candidates should take no action to terminate their current employment until they are in receipt of a formal written offer of employment from the Principal or HR Manager.

Any recommendations for employment will be subject to the following:

- Completion of a Health Declaration Form. Upon receipt of such, the College may, at its discretion, require a candidate to attend a medical examination (if applicable);
- Satisfactory completion of the pre-employment Disclosure vetting process for regulated positions;
- Documentary evidence of eligibility to work in the UK (if applicable);
- Receipt of Birth Certificate;
- Receipt of original documentary evidence of qualifications.

A confirmed offer of employment will only be issued following all procedural and pre-employment checks are completed.