

RESPECT | INNOVATE | EXCEL

JOIN A WINNING TEAM

How does the salary scale work?

Some of the salaries for our roles are on a salary scale and we advertise the bottom and top point of the scale. When we offer a role to a candidate, we will conduct a salary assessment which takes into consideration their qualifications and experience and this determines the point on the scale to offer. This salary assessment is agreed between two separate members of staff to ensure a fair and consistent assessment process has been followed for all employees at Fareham College.

What is the shortlisting process?

There are a minimum of two members on the short listing panel. All personal details and equality information are removed from the application and sent to the short listing panel. The short listing panel score the applications against each point of the person specification. The person specification can be found in the job description document that is attached to all our job adverts on a vacancy page.

The short listing process will take place within two weeks of the closing date of the advert in most cases but may be completed whilst the advert is still open to applicants. We always aim to get shortlisting completed as soon as possible.

When do you take up references?

References are usually taken up once an offer has been made. However, we reserve the right to take them up prior to the interview date unless you have indicated on your application form that you do not want us to contact your referee prior to an offer being made.

What is the interview process?

The interview process will vary from role to role. All lecturing positions will include a micro teach which will be observed by the interview panel and may potentially involve students (dependant on student availability). Applicants for Lecturer positions will be sent the microteach ahead of their interview to enable them to adequately prepare.

Other selection methods could include presentations or relevant interview tasks (which will assess specific skills and competencies) to name a few. In rare circumstances, there may also be multiple interview rounds for very specific roles.

What is your pre-employment check process?

Fareham College is committed to the Safeguarding of Children and Young People. Therefore, any offer of employment is subject to a number of different pre-employment checks which must be deemed as satisfactory to Fareham College. These checks are as follows:

- ✓ Receipt of two satisfactory employment references
- ✓ Completion of Fareham College's Criminal Conviction & Barring & Safeguarding Form
- ✓ Enhanced DBS check
- ✓ Proof you have the right to work in the UK (in accordance with Home Office guidelines)
- ✓ Completion of a satisfactory List 99 check
- ✓ Proof of relevant qualifications
- ✓ Work Health Assessment form

How do I register for job alerts?

If we do not have any current vacancies that are suitable for you but you would like to receive job alerts for future roles, you can register a profile with us and set up job alert preferences. Once you have registered you will receive email job alerts for roles we advertise which match the preferences you selected.

I've got some questions or need further information about a role

Please email recruitment@fareham.ac.uk if you have any questions about any of our roles and we will respond as quickly as possible. We aim to respond to all queries within five working days.

Can I speak to someone informally about the role before applying or organise a tour of the college?

Absolutely! Please email recruitment@fareham.ac.uk or call **01329 815 185** if you would like an informal chat arranged with the relevant member of staff or if you would like a tour of the college/relevant department organised. We'd be more than happy to show you around our fantastic facilities.

I am experiencing a technical issue with my application form and need some support

If you are experiencing any technical issues with your application form, please contact the Networx Support Helpdesk on support@networxrecruitment.com or **01943 467 766**.

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