

How to Apply

There are a number of methods by which you can submit your application:

Downloading Applications and Submission by E-Mail

Vacancies are displayed on the organisations websites and in various media publications and industry related websites. Details are also logged on the Job Centre Plus website. Each job will have a job description and person specification which is relevant to each individual position.

Advertised positions will either:

- allow you to download an MS word format application form together with an equality and diversity monitoring form and a copy of the job description and person specification for the position. These documents will be highlighted beneath the specific vacancy on the website. You should complete and submit the documents, together with a supporting statement of how yours skills knowledge and experience match the requirements of the post and a completed equality and diversity monitoring form;
- specify that you need to submit a current CV together with a supporting statements of how your skills, knowledge and experience match the requirements outlined in the person specification and a completed equality and diversity monitoring form; or
- that you request an application pack directly from personnel, giving the contact address and phone number for applicants to contact.

In each case you should complete the relevant forms and supply together with relevant supporting documents normally consisting of a CV and supporting letter detailing your reasons for applying and how you meet the essential and desirable criteria outlined in the person specification for the post.

If the post requires applicants to provide different information, this will be outlined in the application process section in the vacancy details on the site.

Completed applications together with supporting documents and forms clearly marked to show your name and the position for which you are applying should be e-mailed to either:

jobs@armstronglearning.co.uk

for positions with Armstrong Learning,
specific campaigns or cross group positions

or

personnel@accesstomusic.co.uk

for positions with Access to Music, specific
campaigns or cross group positions

To reach us by no later than 5.00 pm on the closing date. Applications received after the position closes will not normally be considered.

Applying by post

If you do not have internet access, you can request an application pack by contacting Personnel on 0161 247 7738 or 0116 242 6888 depending on the vacancy or in writing to the appropriate address shown below, specifying the vacancy that you are interested in.

When you make your application you should supply:

- the completed Application Form (if required)
- a copy of your curriculum vitae.
- a supporting letter of application which should provide evidence of how your skills knowledge and experience match the requirements outlined in the person specification. You should also include your reasons for applying and any dates when you will be unavailable for interview (holidays, conferences, etc.)
- a completed equality and diversity monitoring form

If you are applying for more than one current vacancy, please note that you should provide a completed application form/CV/other document set for each vacancy.

Applications should be posted to the relevant Division:

Personnel
Armstrong Learning
26 Hulme Street
Manchester
M1 5BW

or

Personnel
Access to Music
Lionel House
35 Millstone Lane
Leicester
LE1 5JN

By the closing date specified in the further details about the post.

Applications received after the position closes will not normally be considered.

If you provide us with a stamped addressed envelope, we will acknowledge receipt of your postal application.

Email enquiries

Applications can be submitted by email.

You should complete your application form and mail it to:

jobs@armstronglearning.co.uk or personnel@accesstomusic.co.uk

When you submit your application please remember to submit the completed application form, attach a copy of your CV together with the detailed statement of application in response to the job requirements identified in the person specification for the post. You should also attach the completed equality and diversity monitoring form. This form will not

be given to the selection panel and is only used in connection with monitoring of applications received in line with our equality and diversity policies.

Feedback

We appreciate the time and effort applicants put into applying to the organisation and that those who are not short-listed may find feedback useful. We will endeavour to reply to unsuccessful applicants providing information which may enable you to identify further personal development or improve your future applications for other positions with the organisation. It should be noted however that specific feedback may need to be obtained from managers involved in the recruitment process which may mean that responses to requests for feedback may take a short while to process. The organisation shall endeavour to ensure that requests for feedback are responded to within 15 working days.

References

All positions with the organisation are subject to receipt of satisfactory references. We normally require the details of two referees, one of which must be your current or last employer (if you are currently not in employment).

Referees may be contacted prior to interview. If you do not want us to take up references, do not provide referee details at this stage.

Eligibility to Work

We have a legal responsibility to ensure that only individuals who are entitled to live and work in the UK are employed by the organisation.

In all cases, before you commence work, we are required to confirm your eligibility to work by checking **original** documents as specified by the UK Border Agency. We reserve the right to undertake any checks that may be necessary to verify the information that you provide to us.

All offers of employment are made subject to verification of eligibility to work in the UK and to take the employment which the organisation is offering.

Who is automatically entitled to live work in the UK?

There are a number of ways in which individuals may already be eligible to live and work in the UK. Some of the main categories are:

- British Citizens
- Nationals of countries covered by the European Economic Area (EEA) agreement
- Non EEA nationals granted indefinite leave to remain
- Spouses or dependants of full time students or work permit holders
- People holding Highly Skilled Migrant Status / Tier 1 eligibility.

These categories are subject to change from time to time, particularly as new countries join the EEA. You are therefore advised to check your own eligibility with the Home Office

via the [UK Border Agency](#). Comprehensive and up to date information can be obtained via their web pages.

What if I am not already automatically entitled to live and work in the UK?

It is likely that we will be unable to offer you employment in these circumstances, unless the organisation has taken reasonable steps to seek applicants who meet the eligibility criteria.

How will this affect my application for employment?

You should note however, that in order to obtain permission to employ an overseas national who is not already automatically entitled to live and work in the UK, you must be able to show that you meet specific requirements. One of these requirements includes the organisation demonstrating that there are no suitable resident workers available to fill the vacancy and/or that the vacancy requires skills and experience which are within a designated shortage area. This means that it is unlikely that we will be granted permission to employ individuals to work in a post which requires only generic or non-specialist skills, or that do not require at least NVQ3 or equivalent qualifications, and our processes must therefore take this into account.

Each position will be assessed on its merits.

Criminal Background checks and the Recruitment of Ex-Offenders

Positions with the organisation may require you to work with vulnerable adults and/ or children or have access to government assets (defined as premises, systems information and data) and are therefore exempt from the Rehabilitation of Offenders Act.

Positions with access to government assets will require that the applicant, provides a self declaration statement of criminal convictions, if any, and applies for and provides a copy of a basic disclosure statement obtained from Disclosure Scotland. Statements currently cost £20, which will be reimbursed by the organisation.

Other posts with access to vulnerable adults and/or children will require the applicant to make a statement of criminal convictions, if any, and apply for an Enhanced disclosure statement through the Criminal Records Disclosure Service. Application forms will be provided by the organisation and the costs met directly.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, we comply fully with the "CRB Code of Practice" and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Employment History Verification

The organisation is required to verify details of employment history for its potential employees, which will normally be undertaken by the requesting for references

You will not be allowed to take up any offer of employment until all of these processes have been completed.

Shortlisting

The process of short listing begins following the closing date for a vacancy and is normally undertaken within 5 working days of the closing date.

Assessing

The recruiter takes each candidate in turn and looks for supporting evidence within the application.

Candidates must meet all of the essential criteria to be considered for interview.

Short listing timeframe

The organisation makes every effort to produce a list of interviewees within a reasonable period of time. This is usually within two weeks of the closing date. The process may take longer if several people are involved in the assessment.

Interview invites

Once the recruiting manager has identified the applicants who are to be invited for interview, Personnel will contact applicants.

Applicants will normally receive an email invitation which will set out the date, time and location of any interview/assessment process together with any relevant additional information for candidates.

Applicants who are not contactable via email will receive an invitation letter via post.

If the interview date is imminent, candidates may be contacted by telephone.

You will be asked to confirm your attendance together with any specific requirements that you may have for example, in respect of access to premises or equipment.

Unsuccessful applicants

Applicants who have not been shortlisted will receive a notification either by email or letter about the status of their application.

Interviews and Other Assessment

Preparation for interview

Your interview invitation will give you details of the date, time and location of your interview, together with details of any further assessment on the day.

Candidates are requested to confirm attendance at interview as soon as possible.

Interviews

The interview process can take a variety of forms including a panel interview or a less formal interview with the line manager of the post. More than one interview may be used for some positions.

Presentations

Where the organisation considers that the use of a presentation demonstrates that the candidate can communicate effectively and which can measure a person's knowledge of a subject and their ability to organise ideas, these will be used as part of the assessment process.

You will normally be given advance notice in your interview invite of the subject of presentations to be presented on the day. Some vacancies may test your ability to prepare and deliver a presentation at short notice, advising you of the subject matter on the day of the interview.

Applicants for tutoring positions may be required to undertake a mini lesson to demonstrate their ability to plan, deliver and assess learning. This may be a short 10 minute lesson delivered to the panel on a relevant topic determined by the applicant.

Exercises

You may be set an exercise to test one or more specific competencies.

For example a clerical position may measure a candidate's ability to prioritise their own workload and produce accurate documentation by setting an 'in-tray' exercise.

We may also use a practical test or demonstration of applicant's skills as part of the assessment, for example the use of computer software packages and systems, or a vocal or instrumental performance.

Notification of success

You may receive a verbal **recommendation** for appointment from a member of the recruiting panel; this could happen on the day of the interview or, if further deliberation is necessary, within a couple of days after the interview.

The organisation will follow up the recommendation by sending you a formal offer of employment through the post.