Application Procedure

Please note that your application will be photocopied for distribution to the Interview Selection Panel. Please use black ink and block capitals if submitting handwritten forms.

1. Complete the application form ensuring that all boxes are filled.

2. In support of your application, please write a letter of application, addressing the Person Specification, using no more than 3 sides of A4, Calibri font size 12. The application form and letter of application should be marked Private and Confidential and sent either by email to EWright@onslow.herts.sch.uk or by post to: Mrs Wright at the school. Applications will not normally be acknowledged at this stage.

3. The application and selection schedule will be as follows:

Closing date for applications:	Thursday 20th September 2018 at 9am
Candidate shortlisting:	Thursday 20th September 2018
Date of interviews:	Wednesday 26th & Thursday 27th September 2018

Should you have any questions, or need further information, please contact Mrs Wright, at EWright@onslow.herts.sch.uk and / or via telephone on 01707 264228.

General Information to Candidates

DISCLOSURE AND BARRING SERVICE

If You are appointed, you will be required to complete a disclosure application that will be sent to the Disclosure and Barring Service. The DBS will provide a report to you and to the school on whether you have any history of criminal convictions, including cautions and bind overs. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

HEALTH ASSESSMENT CHECK

If you are appointed, you will be required to complete a Pre-Employment Health Questionnaire. Your appointment will be subject to a satisfactory clearance.

THE ASYLUM AND IMMIGRATION ACT 1996

It is a criminal offence for the school to employ someone who does not have the right to work in the UK. If you are appointed, you may be asked for documentary evidence of your right to work.

COMPLAINTS PROCEDURE

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to the Chair of Governors at the school and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.