Dear Applicant,

Thank you for your interest in the position of Operations Manager at Central Foundation Girls’ School. Please find enclosed the following information:

* Application form
* Job Description
* Recruitment of Ex-Offenders Policy
* Disclosure of Criminal Record form

Please ensure that you return the completed and signed application form with your personal statement, of no more than 3 pages, in font size 12, by 9.00am on the closing date specified on the advertisement, unless otherwise stated. The Disclosure of Criminal record form must only be completed and returned if you are short or long listed for interview.

This post is exempt from the Rehabilitation of Offenders Act 1974. This means that all criminal convictions and cautions, spent or unspent must be declared on the disclosure of criminal record form. Please bring this with you in a sealed envelope.

If you have not heard from us three weeks after the closing date, please assume that on this occasion you have not been successful.

Yours sincerely,

Ms E Holland

**Headteacher**