



## Carden Nursery & Primary School

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### IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Shortlisting for interview will be based solely on the information you provide on the application form. **PLEASE INCLUDE EVIDENCE OF HOW YOU MEET EACH OF THE CRITERIA SET OUT IN THE PERSON SPECIFICATION.** Please do not include a CV as these will be disregarded.
- Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name **AND** the post for which you are applying.
- The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **NOT** part of the shortlisting process.
- Please ensure that we receive your application by the closing date shown in the advert as any late applications will be disregarded.
- If you return your application form by post please ensure that you use the correct postage rate.
- All applicants shortlisted for interview will be contacted as soon as possible. We are unable to provide reasons why applicants have not been shortlisted.
- We are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for interview. Therefore, if you have not heard from us within two weeks of the closing date, you must assume your application has been unsuccessful.
- We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.

