



## Applying to a CORE Education Trust Academy

You can see job vacancies on

[www.rockwood-academy.co.uk/our-academy/recruitment](http://www.rockwood-academy.co.uk/our-academy/recruitment)  
[www.nansenprimaryschool.co.uk/our-school/vacancies](http://www.nansenprimaryschool.co.uk/our-school/vacancies)

Please download the application pack below the vacancy on the recruitment page.

- You will be asked to provide details about your employment history, references and qualifications, etc.
- Please email your completed application form to [recruitment@core-education.co.uk](mailto:recruitment@core-education.co.uk)

Your application will determine whether you are called for interview so it is important that you take your time and complete it as fully and accurately as possible.

### Completing the job application form

The shortlisting panel will decide who to interview based on the criteria outlined on the personnel specification. The specification lists the qualities which are essential to undertake the job. It is important that you demonstrate in your application that you possess these qualities and are capable of carrying out the duties of the job as listed in the job description.

These qualities, skills and abilities may have been obtained in employment, education, voluntary or personal life. Identify which of these match those on the Personnel Specification and say how you gained them. Give examples where possible. If you are using a qualification to demonstrate a skill, please ensure that you tell us where and how you gained that skill.

The application form is designed to enable you to give the shortlisting panel full and clear information about yourself. To ensure we treat all applicants fairly we do not make any assumptions, we only look at what you have told us about yourself on the application form. In view of this please check your application form prior to submitting. Any incomplete application forms will be automatically discounted.

For some jobs, particularly where they are of a specialist nature, or where we expect a large number of applications, you may be asked to prepare a piece of work to send in with your application. It is important that you put as much effort into completing this as you did for the rest of the application as it will form part of the decision whether you should be called in for interview or not.

Every application is given equal consideration, and if the selection panel feel you meet all the essential requirements contained in the Personnel Specification you will be shortlisted and invited to the next stage of the selection process, which could be a skill test, a presentation, a formal interview or a combination of, or all of, these.

## Disabled applicants

If you have a disability and require assistance in making an application, or have experienced a problem whilst applying for a position, please contact the appropriate academy.

## Useful Information

- Please note that CVs are not accepted, submitted alone or with an application form, except from disabled applicants.
- No job applicant will receive less favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, marital status, disability, sexual orientation, age, trade union activity, political or religious belief.
- Job sharing facilities are available for all posts unless otherwise stated.