



## Notes for Applicants

Thank you for your interest in The Sigma Trust. Please read through these guidance notes BEFORE completing the Trust application form.

- All the information requested on the form is necessary to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools - Please ensure you complete all the sections.
- Please do NOT include a CV or write 'see CV' in any of the sections of the form
- No covering letter or other material need accompany this form, but please write a letter of application in the space provided in the form. Testimonials should not be enclosed.
- You must provide an explanation for any gaps in chronological dates relating to education and employment history, in the relevant space provided in the form.
- All information given will be treated as confidential.
- The Declaration at the end of the form must be signed and dated.
- Please note that if you are completing the application form on a Mac computer or on a mobile device, functionality of the form will be reduced.
- Once completed, please return your application form by either post, addressed to the Trust HR Manager, Tendring Education Centre, Jaywick Lane, Clacton on Sea, Essex CO16 8BE, or by email to [vacancies@sigmatrust.org.uk](mailto:vacancies@sigmatrust.org.uk)
- The closing date must be strictly adhered to.

The Sigma Trust is committed to being an Equal Opportunities Employer and welcomes applications from people with disabilities. If you require additional help with our recruitment process, please contact the Trust HR Manager.