



Friesland School

Date as Postmark

Dear Applicant

RE: APPLICATION FOR EMPLOYMENT AT FRIESLAND SCHOOL

Thank you for your enquiry for details on the current vacancies at Friesland School. Please find enclosed the following information:-

1. Information sheet – The Application Form
2. Application Form
3. Job Description
4. Person Specification

Please submit your application by the closing date. Most applications are submitted electronically via the school's website links TES Hirewire or Schools Job Search or you can email your application direct to me at dbennett@friesland.derbyshire.sch.uk Alternatively if you do not have access to a computer please post your application for my attention to the address at the foot of this letter.

All applicants will receive an acknowledgement by email to confirm receipt of their application so please ensure you do put down an email address if possible. All applicants will receive an email to confirm whether they have been successfully short listed or not. If you do not have an email contact and have not heard anything within 10 days after the closing date then unfortunately your application has been unsuccessful.

Successful applicants who have been short listed will be called to interview by email (if you do not provide an email contact then a letter will be sent) and references will be applied for prior to interview.

Should you have any queries please do not hesitate to contact me.

Yours faithfully

D M Bennett

Mrs D M Bennett

HR Manager and Health & Safety Officer

Enc

Nursery Avenue, Sandiacre, Nottingham, NG10 5AF. Tel: 0115 939 7326 Fax: 0115 949 1730
www.frieslandschool.com Email: enquiries@friesland.derbyshire.sch.uk
Headteacher: Mr P Monk BA(Hons), MA, NPQH

