

**Procedure for Application**

Application should be made on the attached form and sent as soon as possible to:

**The Personnel Manager**

**The Springfields Academy**

**Curzon Street**

**CALNE**

**Wiltshire**

**SN11 0DS**

Please do not include open testimonials. Particular importance will be attached to the quality of the letter of application. Personal qualities will be considered at least as important as professional qualifications.

Any offer of employment will be conditional upon the receipt of an Enhanced DBS disclosure (see below) and a minimum of 2 satisfactory references (prior to interview). In seeking references for applicants, the Academy will approach present employers, whether or not they have been given as one of the referees on the Application Form. Any offer of employment will not be confirmed until both a satisfactory DBS and all satisfactory references have been received by the Academy.

Shortlisted candidates will be invited for interview at the Academy. A visit to the Academy prior to interview will not be essential since the preliminary interview process will include ample opportunity for a look around and a general discussion. If invited to interview candidates should bring three pieces of identification, at least one of which should be a photo ID.

Applicants who hear nothing from The Academy within six weeks of submitting their application should assume that they have been unsuccessful. If we intend to employ a conditional letter will be sent. Once these conditions have been met an unconditional letter will then follow.

**Safer Recruitment and Safeguarding Children**

The Springfields Academy operates “Safer Recruitment”, “Safeguarding Children” and “Child Protection” Policies.

Due to the nature of the position for which you may be applying, and to ensure your suitability for this type of work, you will be required to apply for an Enhanced Disclosure from the Disclosure Barring Service if you are successful in your application. This application for a Disclosure will be made before your appointment is confirmed. The Enhanced Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The Academy will apply for the Disclosure on your behalf and will pay the necessary fee. The Springfields Academy ensures stringent procedures are in place for safeguarding our pupils.