



St James'
CATHOLIC HIGH SCHOOL

HOW TO APPLY

The closing date for applications is Friday 27th April 2018 12 noon
Short listing will take place on Wednesday 2nd May 2018

We will endeavour to inform short listed candidates as soon as possible thereafter. We regret it may not be possible to inform all other applicants, but we take this opportunity to thank you for interest in our school.

There will be an opportunity for short listed candidates to look around the school during the weeks commencing Monday 16th April and Monday 23rd April.

Interviews will be held on Thursday 10th and Friday 11th May 2018

All information needed to complete an application can be downloaded from the TES website. If you have any difficulty, please contact Sue Jenkinson sue.jenkinson@dioceseofshrewsbury.org

Application forms must be completed in full and all applications should be accompanied by a supporting statement of no more than 1300 words. Applicants are asked to provide evidence from their own experience and address the person specification.

References will be requested immediately after short listing has taken place. If necessary we may also approach previous employers for information to verify particular experience, qualifications or details of disciplinary offences, before interview. To prevent any delays and to ensure that references are available for the final interview panel, please inform your referees that you have applied and that we may be contacting them.

Completed application forms may be returned electronically to
sue.jenkinson@dioceseofshrewsbury.org