

January 2019

Dear Applicant

**Re: Exam Invigilators**

Thank you for your interest in the above vacancy. I have pleasure in providing an application form in respect of the above vacancy at The Weald School, together with some information about the post advertised and the school.

We look forward to receiving your completed application form and letter of application. In this letter you should indicate how your experience to date equips you for this post at The Weald. Please note that an application form must be completed for this post. A CV may be sent in addition to, but not instead of, your application form.

The closing date for applications is **10am Tuesday 22 January 2019** and interviews will be held on **Friday 25 January 2019**.

Please note that due to limited resources we will only contact applicants who have been shortlisted for interview, if you do not hear from us within two weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

**Please also note that it is our policy to take up references for all short-listed candidates prior to interview. You must indicate on the application form if you do not want us to contact your current employer at this stage.**

You should email your completed application form to [jobs@theweald.org.uk](mailto:jobs@theweald.org.uk), or send by post to Gloria King (HR Admin Assistant) at the school address below.

Yours sincerely



Kate Truss  
Business Manager