



Ref ES2059

Date as postmark

Dear Candidate

**SELECTION OF HEAD TEACHER FOR FOUR OAKS PRIMARY SCHOOL**

Thank you for your interest in the above post. I enclose details of the position, together with an application form.

If you decide to proceed with your application, please send a completed application form, together with supporting statement to:

**Performance, Engagement & Commissioning Services**  
**PO Box 16461**  
**Birmingham**  
**B2 2DB**  
Or via email to [CSURecruitment@birmingham.gov.uk](mailto:CSURecruitment@birmingham.gov.uk)

By no later than **9am, Friday 25<sup>th</sup> January 2019.**

Application forms, together with your supporting statement, should be completed in black ink or typed, as it will be necessary to photocopy your form. Late applications will not be considered.

**Your application form and supporting statement should provide evidence of possession of the criteria outlined in the person specification.** Please do not send a Curriculum Vitae with your application. You may attach a total of 3 sides of A4 paper, font size 12, in order to meet fully the person specification.

With regard to references, I would be grateful if you could provide the names, status and addresses of at least two persons to whom reference may be made, one of these must be your present or most recent LA or other employer. The second should be someone who knows you well professionally. Upon submission of your application, referees should be notified that a reference request may be issued. *Please note that previous employers may be approached for information to verify particular experience or qualifications prior to interview.* For further guidance on references please refer to enclosed 'Guidance Notes for Candidates' section 10.

If you would like confirmation of receipt of your application form please enclose a stamped addressed envelope.

Yours faithfully

Charlotte Shepherd  
HR Services for Schools  
Tel: 0121 464 2144