

APPLICANT’S LETTER

Dear Applicant

Thank you for showing an interest in a post at St Augustine's CE High School.

Applications should be typed or written in **black** ink and any additional information should be limited to two single sides of A4 paper. \**Please note CVs* ***will not*** *be considered*.

All posts are subject to an Enhanced DBS, health clearance, and receipt of satisfactory references and verification of your entitlement to work within the UK.  If applicable, copies of teaching certificates or any further professional qualifications and GTC registration will need to be verified, at the point of undergoing a DBS check, if an offer of employment is made.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview/offer. Referees should be able to comment on your professional suitability for the post you have applied for. One referee should be your current or most recent employer.

Completed applications should be returned to me via email to HR@Stahigh.org or by post to
St Augustine's CE High School, Oxford Road, Kilburn, London NW6 5SN

Thank you for your interest in our school and I wish you every success with your application.

Yours sincerely

Vanessa Scott
HR Manager