

## Application Guidance for Teachers

All applicants are required to complete the application form in full and return to the school electronically via [r.earlam@broadwater.surrey.sch.uk](mailto:r.earlam@broadwater.surrey.sch.uk).

When completing the form, applicants must provide details of all employment along with any paid or unpaid work experience after the age of 16. Applicants must also ensure that there are no gaps in the chronology of their employment/education history from the age of 16 to present date. Any gaps should be documented and the reason for the gap detailed.

Please ensure your application is received by the time and date specified on the advert and contains your correct Teacher Number.

Candidates shortlisted for interview will be notified by e-mail within 48 hours of the closing date. A tour of the school is offered to all shortlisted candidates on the day of the interview.

References will be obtained for all candidates shortlisted unless you specify that this cannot take place prior to interview. Please ensure that the email addresses for your referees are current and that the referee is aware of your application. We cannot accept open references. Where possible, your current employment reference should include your Headteacher.

Shortlisted candidates will be required to provide the school with copies of their qualifications and passport on the day of the interview.

As this role is classed as a regulated activity you would be subject to an enhanced DBS clearance.

The interview process may contain some written tasks, in addition to being observed teaching. Candidates who need reasonable support or adjustments to this process due to a disability need to indicate the support they require prior to interview to ensure that their needs can be accommodated.

Successful candidates will be offered the role verbally, subject to satisfactory references. It is important that candidates feel able to accept or reject that offer within a reasonable time period, and preferably within the same day, so that other candidates can be informed. We therefore suggest that candidates use all the opportunities available to them prior to, and during the day, to ask any questions they might have about the position.

We look forward to receiving your application.