



# King's Ely

## Application Form Instructions

### Completing your application form:

- All sections of the form should be completed as fully as possible.
- You may support your completed application form with a CV, however this is not a requirement. On the CV, you may include a third referee.
- Please accompany your application form with a covering letter explaining your reasons for applying for this position. Please also give details of how your skills, qualities and experience meet the requirements of the job description and/or person specification. For teaching roles, this should be no longer than two sides of A4.
- King's Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.
- If you are selected for interview, you will need to provide proof of identity, birth certificate, documentation confirming your National Insurance Number or your right to work in the United Kingdom and certification of qualifications.
- Please email your completed application to [recruitment@kingsely.org](mailto:recruitment@kingsely.org).

We appreciate your effort in completing this application and for your interest in working for King's Ely.