



Information for candidates – please read before completing the application form

Application Form

The application form must be completed in full. You may attach a CV, but we are unable to consider applications made by CV alone.

Please ensure that you provide a **full** career and educational history from the date you left higher education/school until the present.

Gaps in Employment: If you have any gaps in your educational or work history, please give the reasons with dates (eg travelling, family leave).

Supporting Statement

The supporting statement is your opportunity to tell us about your reasons for wanting to work at Hazelwick, your experience, knowledge, skills and abilities and how they support your application.

Referees

You are asked to provide the details of at least two referees, one of whom should be your current or most recent employer (or teacher/tutor if you have recently completed your education). As we will need to verify your employment history for the previous 5 years, you may need to provide more than 2 referees. **We are unable to accept open-ended testimonials or personal references.**

If you are currently working in a school, your referee must be the Headteacher. The second referee should be a previous employer, an academic referee or someone that you know in a professional capacity.

Declaration

By submitting the form to the online recruitment portal or by returning a completed application form by email, you are certifying that all the information you have provided is complete and accurate.

DBS Check

All successful applicants are required to complete an Enhanced DBS Check, which will include details of cautions, reprimands, final warnings as well as convictions, spent or unspent. Any offer of employment will be subject to references and pre-employment checks.

Online search

As part of our due diligence, we will carry out an online search on shortlisted candidates. This may help identify any incidents or issues that have happened and are publicly available online. We may want to explore any issues at interview. (KCSIE 2023)

If you would like to arrange a visit to the school or have any queries with regard to the recruitment process, please contact our HR team on 01293 584604.

Click [here](#) to visit the Hazelwick website to find out more about why Hazelwick is such a great place to work.

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