North Gosforth Academy

Our Ref: SCA/BDA

6 February 2020

Dear Applicant

Re: Teacher of Business and Related Subjects – Maternity Cover

Thank you for your interest in the above post. You will find enclosed a:

- Job Description
- Person Specification
- Application Form
- Safe Recruitment Form
- Policy Statement on the Recruitment of Ex Offenders

The closing date for applications is **12 noon on Monday 24th February 2020** and all applications should be returned admin@northgosforth.co.uk.

May I take this opportunity to remind you that you need to complete all parts of the application form and criminal convictions form as fully as possible.

It is the school's view that completing the application form provides the simplest and clearest method of providing all the information that we require in order to consider your application. CV's alone will not be considered. We encourage you to include a supporting letter.

The safe recruitment form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. Please complete this and return it along with your application. You must disclose all previous convictions, cautions or bind over; none of these may be considered "spent".

Steve Campbell **Acting Headteacher**

Hugh Robinson **CEO**

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Failure to return the safe recruitment form (or in the case of the successful candidate, failure to subsequently apply for a Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily disqualify you from appointment; this information will be considered in light of its relevance to the post, in line with the Authority's 'Code of Practice on the Disclosure of Criminal Convictions in Schools'.

Yours sincerely

Steve Campbell

Headteacher