



## **Explanatory Notes to Candidates**

Please note that ALL sections of the Application Form which are relevant to you should be completed as clearly and fully as possible. CVs will not be accepted in place of a completed application form.

### **Interview Process**

After the closing date, shortlisting will be conducted by a Panel, who will match your skills/experience against the criteria of the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documentation:

- Documentary evidence of your right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate;
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.);
- Where appropriate any documentation evidencing a change of name;
- Documents confirming any educational or professional qualification that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.