Dear Candidate

Thank you for taking the time to apply for a role at BOA. At BOA we want to attract the best talent to nurture and support our students to achieve. In order to give your application the best chance of success, here are some helpful tips to enable you to show us your potential.

- All applications are to be made on the TES website. If you use the quick apply button, ensure that your saved details are still up to date
- Pay attention to grammar and spelling
- Use capital letters correctly and DON'T TYPE IN CAPS
- Don't leave any gaps in your employment – tick yes to the gaps in employment box and explain even short gaps in your employment. Unexplained gaps will fail the safer recruitment process we follow
- Be honest! We do reference and CRB checks and any inaccuracies in your application could hinder an offer of employment
- Tailor your supporting statement to the person specification and job description provided. Do not use a generic supporting statement. Tell us how your experience supports your application. Do not make your supporting statement too brief, or too long (one to two printed A4 pages max)
- Check our website to ensure that you fit the ethos and values at BOA www.boa-academy.co.uk
- If you are unsure of anything in the advert or need clarification, email recruitment@boa-academy.co.uk before applying