

## SPONNE SCHOOL



### NOTES FOR APPLICANTS

Thank you for your interest in applying for a post at Sponne School, part of the Tove Learning Trust. These notes are to help you complete the application form to ensure that we have all the information we need to shortlist the most suitable candidates for the advertised post. Please ensure that by the closing date stated in the advertisement, you return to us your:

- **Letter of Application**
- **Application Form - Part A**
- **Application Form - Part B**
- **Criminal Disclosure Form**

Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink.

### NOTES OF GUIDANCE

#### Letter of Application

This should be addressed to the Headteacher, Mr Massey and should detail why you want this post and the skills and attributes you have that make you a suitable candidate for the advertised post.

#### Application Form

**PART A** – This form requests details about your employment history and qualifications. This section, together with the letter of application will be used for shortlisting candidates against the job description and person specification advertised.

#### **Chronological History**

Include periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, **explanations for periods not in employment or education/training**, and reasons for leaving employment.

#### **Education**

Include details of where you obtained your degree (if applicable) and the subjects covered. Please also include date and route by which you have achieved Qualified Teacher Status (QTS) if applying for a teaching post.

#### **References**

Please state clearly if we are NOT allowed to contact your current employer prior to interview. You must state the reason and be aware that no offer of employment will be extended until a full reference from this employer has been sought. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**PART B** – contains personal information that will be required to be checked and verified if you are shortlisted and selected for interview. These notes will not be part of the short-listing exercise. Please put this part of the application form in the envelope provided (unless returned on-line) and return to us with the rest of your application documentation.

#### **On Line Applications**

On-line applications are welcomed but please ensure a hard copy which is signed by you, is brought with you to interview if you are selected. To complete the application form using Microsoft Word, please save the document into your word directory, it cannot be completed ‘on-line’. Once you have saved it into Word you can complete and either post or e-mail it back to us.

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**Completed applications should be returned by the date specified on the advertisement to:**

Vikki Napier, HR Manager & Headteacher's PA at  
Sponne School, Brackley Road, Towcester, Northants. NN12 6DJ  
Or emailed to [recruitment@sponne.org.uk](mailto:recruitment@sponne.org.uk)