



Notes to Applicants

1. Before sending the application form off, please check that every section has been completed.
2. You will receive acknowledgement that your application has been received by email within 2 working days.
3. You are reminded that this is an application form for a post in a Church of England school in which Aletheia Anglican Academies Trust (AAAT) is the employer. If you are appointed the contract, you will be asked to sign will include the following clause:

As an employee in a Church of England school you are required to have regard to the Christian character of the school and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.

4. The successful applicant will be required to provide an Enhanced Disclosure from the DBS.
5. In accordance with safer recruitment, schools are required to take up references prior to interview. If shortlisted for interview, you will need to give permission for references to be taken up and must advise your referees that they will be contacted by email for a reference.
6. One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.
7. The school will seek references on short-listed candidates and may approach previous employers for information to verify experience of qualifications, before the interview.
8. If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issued.
9. References from relatives or friends writing solely in the capacity of friends will not be accepted.