“Our school and all its’ personnel are committed to safeguarding and promoting the welfare of the children. Any contract will be subject to satisfactory references, Enhanced Disclosure and Barring Service checks, qualification checks, and pre-employment health screening.”

Dear

Thank you for your interest in the advertised employment opportunity at this school.

The application pack consists of the following documents to encourage applications from those most suitable for the post:

Job Description

Person Specification

Teachers/Support Staff Application Form

Employment Self-Declaration and Disclosure Form

Safeguarding Summary November 2015

Statement of Equality

Single Equality Scheme January 2014

Statement of recruitment of Offenders

Whitfield Aspen School Map

Please ensure that all documents have been read before completing the application form so that you have a clear understanding of what the job entails (Job Description) and you can judge yourself against the ‘Person Specification’.

The application form must be filled in completely with no gaps in employment history.

You must be prepared to provide two referees, one of which must be your most recently employer. The second referee must be from a specific named person and not a general reference from someone. It is advised and good practice that you seek permission from the persons you are naming as referees prior to submitting your application form. References will be sought from these referees prior to interview.

The Employment Self-Declaration and Disclosure Form must be completed and returned in a separate sealed envelope marked ‘Confidential’ and addressed to the Headteacher. You must ensure that your name and “applicant disclosure” is on the outside of the envelope to identify who has sent this. This declaration will only be opened by the Headteacher if you are shortlisted for interview. This will be destroyed unopened if you are not selected.

The application form and self-declaration form must be received by the deadline date.

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Once the deadline has passed and we have considered all applicants, we will be in contact with you to inform whether you have been shortlisted for interview.

If you require any further information or clarification, please do not hesitate to contact Juliette Fletcher by email: [juliette.fletcher@whitfield.kent.sch.uk](mailto:juliette.fletcher@whitfield.kent.sch.uk) or by telephoning the school office.

Yours faithfully

Jason Cook

Headteacher