

To Candidate:

Thank you for your interest in the advertised post. The following documents are available on the website.

- An application form.
- The job description/person specification.
- The safe recruitment form.
- Information on Walbottle Campus.

Please complete the application form [electronically where possible], safe recruitment form and attach a letter of application that states clearly:

- Why you want to work at Walbottle
- What has been your greatest educational achievement in your career to date
- How your experience would help Walbottle to further raise standards and achievement

Please note, no CVs.

May I take this opportunity to remind you that you need to complete all parts of the application form and criminal convictions form as fully as possible.

Whilst the cover of the application form does explain that you may submit a CV, it is the school's view that completing the application form provides the simplest and clearest method of providing all the information that we require in order to consider your application. We would therefore strongly encourage you to use the application form and to do so as fully as possible.

The safe recruitment form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. Please complete this and return it to me along with your application. You must disclose all previous convictions, cautions or bindover; none of these may be considered "spent".

Failure to return the safe recruitment form (or in the case of the successful candidate, failure to subsequently apply for a Certificate of Disclosure from the Criminal Records Bureau) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily disqualify you from appointment; this information will be considered in light of its relevance to the post, in line with the Authority's 'Code of Practice on the Disclosure of Criminal Convictions in Schools'.

Yours faithfully

T A Gray Director of Support

e-mail: recruitment@walbottlecampus.newcastle.sch.uk