

Application Notes

Thank you for your interest in the position of Class Teacher at Rocklands School. Please ensure that you have all of the following documents to enable you to apply for the position as advertised.

- Application notes (this document)
- Job description and person specification
- Application form
- Rehabilitation of Offenders and GDPR form
- Recruitment monitoring form

Please note we do not accept CV's. All applications must be on the Trust application form.

It is very important that you read the job description and person specification form and use these to help you to complete the additional information section of the application form. You should use this section to give examples of how you have met the criteria listed as this will be used to identify candidates that are invited for interview.

When completing the employment and previous employment sections of the application form ensure that there are no gaps in your employment history. If you were unemployed or not working for another reason this must be explained in this section. This is for safeguarding reasons.

Please ensure that you fully complete the section on references as these will be obtained after shortlisting and prior to interview. All successful applicants will be required to undergo an enhanced DBS check, medical screening and other pre-employment checks before any conditional offer of employment is made unconditional.

If you have any questions or queries regarding your application or our recruitment process please contact Phil Clayton (Bursar and Facilities Manager) bursar@rocklands.manorhall.academy or telephone 01543 548700 or 07764 708589.

The closing date for applications is 12 Midday Wednesday 18th May 2022

Shortlisting will take place on Thursday 19th May 2022

Interviews are scheduled to take place on Thursday 24th May 2022

We reserve the right to close applications early.

If you have not heard from us within two weeks of the closing date, then please assume that your application has been unsuccessful on this occasion as only shortlisted candidates will be contacted.

Good luck with your application.