



COUNTESTHORPE COMMUNITY COLLEGE APPLICATION FORM GUIDANCE NOTES

Submitting your Application

You can submit your application via email

admin@countesthorpe.cc

Or post to

Countesthorpe Community College
Winchester Road
Countesthorpe
Leicester
LE8 5PR

Completing the Application Form

When completing your application, please ensure that you are showing us that you meet at least all of the essential criteria for the job. Different jobs require different skills, knowledge, competencies and qualifications so please ensure that you submit a fresh application for each job you apply for.

Please do not send us CV's. They will not be accepted as a substitute for a completed application form.

Your form should arrive no later than 3.00pm on the closing date unless otherwise stated.

When completing the summary of experience, skills, knowledge and competencies section, please use additional paper if necessary.

The Recruitment Process

After the closing date all applications received will be passed to the relevant departments for shortlisting. If you are shortlisted, you will be invited for interview which may include a test, presentation or teaching, depending on the nature of the post.

If you have a disability we will make reasonable adjustments to assist you in attending an interview if selected. Please let us know on the application form any adjustments required to make this possible.

It is not possible to notify all applicants of the outcome of their applications. If you have not been notified that you have been selected for interview within 2 weeks of the closing date, please assume that your application has not been progressed to the next stage of the process.

We normally make an appointment on the day of interview and candidates are informed of the outcome on the same day.

Should you be successful your offer will be subject to satisfactory references, DBS clearance, medical clearance and your eligibility to work in the UK.

Data Protection

Your application will be shared only with those people involved in the recruitment process and will be held on file for 18 months.