LADY MANNERS SCHOOL

GUIDANCE NOTES: COMPLETING YOUR APPLICATION

To apply for this post, please submit a completed application form. The application form is the basis for considering whether you will be short-listed for interview. Make sure you include all relevant information as we cannot make any assumptions about you.

Job Description and Person Specification

- Read these documents carefully.
- Are you interested in conducting the duties of the post?
- Do you have the necessary skills, knowledge, experience and qualifications to apply for the post?

When writing your application, try to demonstrate your abilities, perhaps using examples from your work, home-life, hobbies, education or voluntary work.

Qualifications/Training

- Some jobs require no formal qualifications and this will be detailed in the person specification. If no qualification is required for the job you are applying for, please do not be put off if you have nothing to write in this section.

References

- Please ensure you complete this section in full.
- Your first referee should be your current or most recent employer.
- Check with your referees that they are happy to support your application before submitting your form.
- Please do not use referees who are related to you.
- We will take up references prior to interview. Please note that suitable references will be required before a firm offer of employment is made.
- We reserve the right to contact any of your previous employers stated on your application form.

Please note that providing false information on your application form is an offence and could result in the rejection of your application or, if appointed, summary dismissal.

Make sure you return your application form in time for the closing date. Applications can be emailed to jobs@ladymanners.derbyshire.sch.uk or posted to the address at the top of the form. If posting your form, please ensure you use the correct postage as failure to do so may result in receipt of your application after the closing date.