



The Holy Trinity Church of England Secondary School

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Rev. C Millwood MA NPQH.
Headteacher

GUIDANCE FOR APPLICANTS

Please ensure you have read the advert, job description and person specification carefully prior to making your application. Once you have read these please consider how you meet the requirements of the person specification and job description, and to what extent you have the required qualifications, skills and experience. Please provide examples of when you have used these skills in previous roles.

We can only accept applications on the school's own Application Form. CVs alone are not accepted. Where possible please type the application form and submit by email. If you cannot make a written application please complete in black ink. The presentation of your application during the selection process will be a consideration. **It is important that you account for all periods of time from the date you left permanent secondary education right up to date. If there are gaps in employment due to career breaks or for other reasons please include and indicate the reasons why.** These will be discussed at interview if you are shortlisted.

Two references are required for all candidates, one of whom must be your current or most recent employer (school). If you are an NQT your referees must include your placements. Referees should be someone who has known you in a professional capacity. We always seek references for shortlisted candidates.

Shortlisted candidates will be required to evidence the Right to Work in the UK and we will require to see all relevant qualifications. Applicants must ensure they are able to provide the relevant evidence if shortlisted. If you have qualifications from overseas please ensure you have a NARIC statement of comparability <http://www.ecctis.co.uk/naric/Individuals/Compare%20Qualifications/Statement%20of%20Comparability.aspx>

Please complete all sections of the form and ensure you spell check and proof read prior to submitting your application as soon as possible (we may close early) and by the date and time indicated in the advertisement at the latest.

The school prospectus and details of our Safeguarding Policy and other policies can be found at the school's website. We encourage all applicants to familiarise themselves with this information.

<http://www.holytrinity.w-sussex.sch.uk/Prospectus>

<http://www.holytrinity.w-sussex.sch.uk/School-Information/Policies>

Further information about what it is like to work at Holy Trinity School can be found at:

<http://www.hays.co.uk/jobs/holytrinity/>

The Holy Trinity Church of England Secondary School is committed to safeguarding and promoting the welfare of children and young people and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check (formerly known as Criminal Records Bureau check) at an enhanced level, in line with all schools across West Sussex.

