



INFORMATION PACK FOR APPLICANTS

RECRUITMENT PACK CONTENTS AND DETAILS OF THE SELECTION PROCESS

Teacher of Biology

From September 2010 (or January 2011)

Thank you for requesting details of the above post. We are pleased to enclose the following information:

Application form (including Equal Opportunities Monitoring Sheet*)
Departmental Description
Job Description (Generic)
Person Specification

*this will be separated from your application form on receipt.

You are welcome to send a copy of your cv however it must be accompanied by a fully completed and signed application form. A cv alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged.

Interviews will be held on Tuesday June 29th 2010

If shortlisted you will be emailed the exact format of the interview day, however, please bear in mind that you will be required to teach as part of the selection process.

Further details will be provided in writing if you are selected for interview. If you have not heard from the school by **Monday 28th June** you may assume you have not been selected. Applicants not called to interview will not be informed that they have been unsuccessful.



Applicants invited for interview will be required to bring with them of teaching or other relevant qualifications for verification, as well as **original copies** documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters/emails to those called for interview.

If you are selected for interview, you will also be invited to make a visit to the school to view the facilities and ask general questions. This will normally take place on the same day as the interview.

Contact details for Return of Completed Application forms and other enquiries:

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