



Mr B Hulbert
Headteacher (NPQH)

Tweedmouth Community Middle School
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3 December 2018

Dear Applicant

Application pack for Intervention Teacher

Thank you for your interest in the above vacancy.

Please find enclosed:

- the job description
- the person specification
- an application form
- guidance notes for applicants
- Criminal Records Declaration Form
- school's Equality in Employment Policy

If you wish to apply for the post, you should return two documents:

- Application Form
Please complete all parts of the application form as fully as possible.
- Criminal Records Declaration Form
This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must disclose all previous convictions, cautions or bindovers; none of these may be considered "spent".

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Certificate of Disclosure from the Criminal Records Bureau) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

These forms should be returned to the school, by 12 noon on 17 December 2018.

I look forward to receiving your application.

Yours faithfully

MR B HULBERT
Head Teacher

