



IMPORTANT NOTICE TO ALL APPLICANTS FOR NON-TEACHING POSTS

Application Form

- All applicants should complete the application form.

References

- Addey and Stanhope School requires all candidates to provide references to cover the **full three years** prior to the date of application.

Please specify on your application form how long you have known your referee and in what capacity.

Where it is not possible to cover the three years with professional referees your second referee should be a person who has known you for at least three years who can provide a character reference covering this period.

There may be circumstances under which you would prefer to provide the names of two professional referees, together with a third character referee. This is acceptable providing the three years are covered. Please make timescales clear on your form.

If you have any further questions regarding references please contact Helen Lucken, PA to the Headteacher hlucken@addeystanhope.co.uk who will be happy to advise.

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Thank you for the interest you have shown in Addey and Stanhope School.