**Application Notes**

Thank you for your interest in the position of Class Teacher at Hermitage Primary School. Please ensure that you have all of the following documents to enable you to apply for the position as advertised.

* Application notes (this document)
* Job description and person specification
* Application form
* Self Declaration Form

Please note we do not accept CVs. All applications must be on the Cheshire East application form or on the Department for Education Teaching Vacancy Online Application Form.

It is very important that you read the job description and person specification form and use these to help you to complete the additional information section of the application form. You should use this section to give examples of how you have met the criteria listed as this will be used to identify candidates that are invited for interview.

When completing the employment and previous employment sections of the application form ensure that there are no gaps in your employment history. If you were unemployed or not working for another reason this must be explained in this section. This is for safeguarding reasons.

Please ensure that you fully complete the section on references as these will be obtained after shortlisting and prior to interview. All successful applicants will be required to undergo an enhanced DBS check, medical screening and other pre-employment checks including online checks, before any conditional offer of employment is made unconditional.

If you have any questions or queries regarding your application or our recruitment process please contact us [admin@hermitage.cheshire.sch.uk](mailto:admin@hermitage.cheshire.sch.uk) or telephone 01477 532838.

**The closing date for applications is 12 Midday Monday 15th April 2024**

**Shortlisting will take place on Tuesday 16th April 2024**

**Interviews are scheduled to take place week beginning 22nd April 2024.**

If you have not heard from us within two weeks of the closing date, then please assume that your application has been unsuccessful on this occasion as only shortlisted candidates will be contacted.

Good luck with your application.