

The Small Print!!

A form on which to claim your expenses is enclosed. Expenses should be claimed in accordance with the scale shown on the form. Receipted accounts, where applicable, should be submitted with your claim. Payment of expenses to the successful candidate is subject to acceptance of the post and will be paid only after duties have commenced.

As you will be aware, it is a legal requirement that all qualified teachers are registered with the General Teaching Council (GTC). In this connection, you should bring proof of your GTC registration to the interview.

Candidates are required to satisfy the Authority as to their physical fitness for the appointment and in this connection I shall be glad if you will complete the enclosed Medical Questionnaire and return it to me with your confirmation of attendance. As the questionnaire contains confidential information it should be placed in the enclosed envelope which should be sealed and your name and details of the post clearly indicated in the appropriate space.

I enclose a criminal records self-declaration form SD2 which I should be grateful if you would complete and return to me with your confirmation of attendance, prior to the interviews. Please do not seal this form in the same envelope as the Medical Questionnaire.

You will be aware from the recruitment information that the post you have applied for is subject to an Enhanced Criminal Records Disclosure. As part of this process, it is necessary to verify your identity and I would ask you to bring with you to the interview:

- Photographic evidence (passport or new-style driving licence)

OR

- Birth certificate (and marriage certificate where appropriate) or Paper Driving Licence

AND

- Proof of your home address (utility bill, bank statement)

Under the Asylum & Immigration Act 1996, we are required to ensure that all our employees have leave to enter and remain in the UK and are not subject to a condition precluding them from taking up employment. We would, therefore, ask you to bring with you to interview one of the following as appropriate:

- British birth certificate or passport
- European Economic Area (or EEC) passport or identity document
- Passport or travel document endorsed to show that the holder is entitled to work in the UK (work permit)
- Certificate of registration or naturalisation as a British Citizen

Failure to provide the necessary evidence in this connection may result in us being unable to take forward your application. We also require this evidence as part of our own pre-employment checks in relation to child protection issues via our police check procedures.