



Guidance for applying for a role at Horsforth School.

Horsforth School follows all safer recruitment guidance when advertising and recruiting to roles. Please ensure you read this guidance before completing your application form, it may be that your application form is not taken to the shortlisting stage if the correct information has not been provided.

Please ensure you are aware of the following:

- As per safer recruitment we do not accept CV's.
- All roles must be applied for using the Schools application form.
- Please ensure you provide an email address and telephone number.
- All invites to interview will be emailed to candidates so please check your inbox/spam folder to see if you have been shortlisted
- References will be requested prior to interview, inline with safeguarding measures.
- Due to the number of application forms we receive we are not able to give specific feedback on an application form if it hasn't been shortlisted.
- We are able to provide feedback following interview, please request this using the recruitment@horsforthschool.org email address.

Application Form.

When completing the application form please ensure you are aware if the following:

- You must provide details of two referees, please include their email addresses.
- When applying for a teaching post you must provide details of either your present or most recent Headteacher as your first referee.
- If you do not currently work in a school your referee should be your current line manager.
- If you are not currently employed please provide details of your most recent place of employment and line manager.
- Your references must cover the previous 5 years of employment.
- If possible please do not provide two referees from the same organisation.