**Roundthorn & Coppice Primary Academies**

Guidance Notes for Applicants, please read.

1. The Application Form

Please complete the application form in photocopiable ink, or electronically. Take time to read the information you have provided on the application for before sending/emailing, including your qualifications and any gaps in education or work; this is part of our safer recruitment procedures.

You **must** complete Part 2 of the application form; the Knowledge and Skills Profile. Use this to address all areas of the person specification; the panel will review this section of your application against the person specification ensuring it meets all the criteria of the role you are applying for.

You **must** use the Focus Trust application form which is downloadable from the job advertisement. Any other application form **will not be shortlisted.**

1. The Equal Opportunities Monitoring Form

Please complete and return the Equal Opportunities Monitoring Form. This will not be shared with the interviewing panel; it is purely for monitoring purposes.

1. Timescales

Your application must be received by 12 noon on the close date. Emailed applications will be acknowledged by email; please ensure that you receive an acknowledgement so that you can be sure the application has been received by us.

Good luck with your application.