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Chellow Heights School
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IMPORTANT NOTE

Please read the following notes before completing the Application Form. If you require assistance with this form, feel free to contact the school.

- Please note: we do not accept CV's.
- As we follow Safeguarding regulations, there must be NO gaps in your employment history. If there is a gap please explain what you were doing at that time.
- Read ALL enclosed information, particularly the Job Description and Personnel Specification before completing the form.
- Give all the information you can about yourself and tell us why you think you are suitable for the job. Please indicate how you meet the requirements of the Personnel Specification in the specific sections provided on this form.
- You must provide at least TWO referees, one of which must be your present or most recent employer. If you have not previously been employed, give the name of someone who knows you well. Please do not give the name of a relative.
- Complete all sections and ensure you sign the form on the back page.
- Return before the closing date.

The Personnel Specification

The personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

