

Company Logo

Company Address

Name & Address of potential candidate

Dear (Applicant's Name),

Thank you for requesting the application pack for the post of (JOB TITLE)

This application pack contains all the relevant information you will need to successfully for the position of (JOB TITLE) within our organisation.

- **Introduction to the company** – aims, ethos, ages, and organisation of the children. Ofsted report.
- **Information about the job position** - its purpose and its significance within the organisation
- **Job Description & person specification** (Available on a separate document).
- **Terms & Conditions of employment** – location, working hours, probation period, notice period, annual leave & Contributory pension. Any other company rewards?
- **Application form** (available as a separate document). Including legal and organisational requirements when filling in the application form.
- **Self-disclosure form**
- **Equal Opportunities monitoring form**
- Copy of the **reference request** for the candidate's information only. At least one referee must be known to you in a work capacity and should be given by the person who line managed you. If this is not possible, explain the relationship and reason for giving another person as a referee.

The recruitment process – include any significant dates, for example the closing date for completed application forms, short listing and interview dates, how successful and unsuccessful applicants will be notified. Note: it is courteous and good practice to inform unsuccessful applicants at this stage

How to apply – include specific details on how applicants must complete the application form. Ensure applicants know that they must first read the essential criteria on the person specification and the duties on the job description to see if they are suitable for the post. If they feel they are, they must write specific examples on the application form demonstrating how they meet every single one of the essential criteria – as this is what the short-listing will be based on.

Legal and organisational requirements when filling in the application form:

Rehabilitation of Offenders Act 1974: You should not sign the application form without being clear about what you have to reveal about yourself. For instance, you do not need to disclose convictions that would be deemed as being spent under the Rehabilitation of Offenders Act 1974, or cautions, reprimands and final warnings that are over five years old, unless they are exempt from the Act.

Contact - details of who to contact for further information

We very much look forward to receiving your application form.

Kind Regards

(YOUR NAME)

(YOUR JOB TITLE)