

Founded 1642



# New Hall School

The Best Start in Life

Dear Applicant

## **Vacancy at New Hall School**

Thank you for your interest in the advertised post. Further details of the role can be downloaded by clicking on the relevant links within the advert.

Please complete the attached Application Form and return to [hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk) along with a cover letter and CV (optional), before the specified closing date. Please be advised that applications cannot be accepted unless they are on the New Hall application form. Please ensure that your application form is completed in full and is signed (electronic/scanned signatures accepted).

Before applying for the post, please read the Appointment of Staff Policy including Section 3 which outlines our policy on the Recruitment of Ex-Offenders.

After the closing date some candidates will be shortlisted for interview; selected candidates may be contacted by telephone and/or email. However, if we do not contact you within two weeks of the closing date, you may assume that your application has been unsuccessful, on this occasion.

New Hall School is committed to safeguarding students and there will be an enhanced DBS check prior to appointment on all staff.

If you require any further information, please do not hesitate to contact a member of the HR department on 01245 467 588, or by email to [hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk).

May I wish you every success in your application.

Yours sincerely

**HR DEPARTMENT**