

Ref: KL/ LB

Dear Applicant,

Re: Job Vacancies at Leek College

Thank you for your enquiry about the vacancy. Please find enclosed an application form, job description/person specification and some additional information about Leek College.

Please return the completed application form, to myself marked "confidential". A CV may accompany but not replace any part of the application form.

As part of our commitment to employing people with disabilities, we will interview all disabled people who meet the minimum criteria for the above post. If you wish to be considered under this commitment, please complete the Equal Opportunities Policy form enclosed, stating your disability. Please note that this information will not be provided to the shortlisting panel.

The college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All posts are exempt under the Rehabilitation of Offenders Act 1974, and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of criminal records via the Criminal Records Bureau, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. If you are invited to interview you will be required to complete a disclosure application and bring relevant identity documents with you on the interview day.

All successful applicants will be contacted to attend for interview within approximately six weeks of the closing date. If you are not requested to attend for interview, we thank you for your interest in Leek College and wish you every success for the future.

Leek College operates a no smoking policy and does not allow its employees, students or visitors to smoke in any part of its premises

If you require an acknowledgement of your application, please include a stamped addressed envelope.

Yours sincerely

Karen Lewis

Karen Lewis
HR & Operations Manager

Enc.