

The Cheadle and Marple College Network

Dear Applicant

Thank you for the interest you have shown in a position at The Cheadle & Marple College Network. Please download and complete the application form and refer to the supporting documentation which will assist you in the recruitment process.

Please take time to read the job description and person specification before you begin the process. Use the information provided to demonstrate your suitability for the position you are applying for.

Documents include:

- **Application form**
- **Personal details form**
- **Equal opportunities monitoring form / information on spent convictions**
- **Job description**
- **Person specification**
- **Team information** (*where appropriate*)

The information you provide to support your application should relate to your experience and ability to meet the requirements of the post as stated in our advert, job description and person specification. Successful applicants short listed for interview will be matched against the extent to which the criteria is met.

When completing the application form please ensure that you write the **name of the post** and **reference number** in the appropriate space on the first page of the form. All sections of the form should be completed but feel free to include your curriculum vitae if you wish, in addition to the standard requirements of the form. Please ensure that you detail all current and previous employment and give full explanation for any gaps in employment.

Candidates should be aware that the College may approach previous employers for information to verify particular experience or qualifications. Referees will be asked about your suitability to work with children, disciplinary offences relating to children and any child protection issues. We hope that you understand this is because The C&M College Network is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. Should you require further information please do not hesitate to contact the Human Resources Department who will be happy to assist you. Applications should be returned in time to meet the advertised closing date. An extension of the closing date will only occur in exceptional circumstances.

Please return completed application forms to: - Human Resources Department
(Phone No: 0161-486-4645) The Cheadle and Marple College Network
Cheadle Road
Cheadle Hulme
Cheshire SK8 5HA

or proceed to complete the online application form www.cmcnet.ac.uk and return same as an e-mail attachment to recruit@cmcnet.ac.uk. If you require confirmation of receipt of your emailed application, please advise us. Should you experience any difficulty with the online process please call the HR office on the number shown above.

In order to monitor the effectiveness of our equal opportunities policy, we request that you complete the **monitoring form**. This information will be removed prior to short listing and will not be taken into account when selecting candidates for interview.

The College are a disability confident employer which incorporates the consideration of disabled people during the recruitment process. All applicants who have a disability and meet the minimum criteria for the post are guaranteed an interview. If you have a particular disability which we need to consider e.g. mobility, visual impairment, hearing difficulties etc.

Please contact us on 0161-486-4645/84 prior to interview and we will attempt to facilitate your needs. Should you require the application form and supporting documentation to be provided in an alternative accessible format please contact us on the number above.

If you receive no further communication (usually within 4 weeks) you may assume that you have been unsuccessful. I hope this pack provides you with sufficient information to present your application. If you are invited for interview please bring the following with you;

- **Documents confirming any educational & professional qualifications**
- **Either a current driving licence or passport or full birth certificate**
- **A utility bill or financial document that shows your current name and address**
- **Where applicable, change of name documentation**

Thank you for your interest and we wish you every success in your application.

Human Resources