

**APPLYING FOR A JOB AT FURZE DOWN SCHOOL**

**Before completing your application form please read the job description and person specification for the job you are applying for**

* Complete the Employment Application Form fully
* State clearly which job you are applying for
* Attach a covering letter addressing how you meet the person specification
* Check you have given details of your referees, one of whom should be your current or most recent employer, and another should be someone who is able to comment on your performance at work from a position of responsibility, not as a peer.

**Please send the Employment Application Form together with Letter of Application to** **recruitment@furzedownschool.org.uk****. A printed copy of the Employment Application Form must be signed at interview.**

**To note: CVs will not be accepted as applications.**

**Furze Down School is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undertake an enhanced DBS check before they are appointed.**

For further information about our school visit [www.furzedown.bucks.sch.uk](http://www.furzedown.bucks.sch.uk/)