PRIESTLEY
COLLEGE

Direct line to Personnel 01925 624460 / Fax 624461
e-mail jobs@priestley.ac.uk

January 2012

For salary information please refer to the appropriate Job Description

Thank you for your interest in our recent advertisement. Information about Priestley College, full details relating to the post advertised (Job Description and Person Specification), a guide for applicants, and an application form is available by clicking on the links on our Job Vacancies page at www.priestley.ac.uk.

Prospective applicants who would prefer vacancy information and an application form in a different format (e.g. large print) or would like help completing their application form should contact the Personnel Office on 01925 624460 to discuss their specific requirements.

Your application form should reach us no later than **Wednesday, 8th February 2012 (4.00pm)**. If posting your application you should ensure you affix sufficient postage to your envelope, as insufficient postage can result in your application being delayed in reaching us. You should not enclose a c.v.

Candidates selected for interview will be notified directly of full interview arrangements, by telephone, email and / or letter. **You should note that it is anticipated that interviews will be held within 2 weeks of the closing date.**

If you do not receive a communication from the College inviting you for interview you should assume that you have not been successful and that you have not been selected for interview on this occasion. You would, however, be most welcome to apply for any further posts which may become available in the future. Due to the number of responses we receive, we are unable to acknowledge all applications.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. In this respect all applicants are advised that any offer of employment will be subject to a satisfactory Criminal Records Bureau (CRB) Enhanced Disclosure, references and other relevant checks. As a recipient of Disclosure information, the College complies fully with the CRB Code of Practice.

We look forward to receiving your application. If you have any queries, or feel you do not have all the information you need to apply for the position, please do not hesitate to contact the Personnel Office.

Yours sincerely,

C. M. Hankey

Cath Hankey
Personnel Manager.