

GUIDANCE NOTES FOR APPLICANTS



The Bell Centre, 3 Holloway Road, Leytonstone E11 4LD
tel: 020 8539 8559

Please read carefully before completing the application form.

Equality of Opportunity

Redwood Preschool wishes to employ the best possible staff and therefore intends to offer equality of opportunity by ensuring that no person is disadvantaged or discriminated against in seeking employment, or for any reason during their employment with us. Applicants will be considered on the basis of their suitability for the post regardless of gender, race, culture, religious belief, ethnic origin, sexual orientation, age, class or marital status. We expect all applicants to support our Equal Opportunities policy. All applicants are expected to fill in the monitoring section of the application form.

Safeguarding and Child Protection

Redwood Preschool is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. All appointments will be subject to an enhanced CRB check.

Completing the application form

All the information you write is confidential. Please write in black pen and do not fold the form to assist us with photocopying. Read all the information supplied before completing the form. Please address the points of the person specification in detail stating how through your experience, skills and training you are able to meet the requirements of the post. Please feel free to continue on extra sheets of white paper if there is insufficient space. **We do not consider Curriculum Vitae (CVs).**

References

Please note that we will need to contact your referees before any interview.

Qualifications

Make sure you give all the information needed, including dates and grades. Also include any special skills training you have had, even if it did not lead to any qualifications. You will be expected to provide evidence of your qualifications.

Employment history

This section should include any temporary or part time employment, as well as any voluntary work. Please give full addresses and dates.

Experience/relevant skills

This is the most important section. Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address the criteria detailed on the person specification and provide examples of how you meet these. Take into consideration any paid or unpaid work, and relevant community or voluntary work, leisure interests and relevant non-work experience, including skills acquired in running a home and/or organising a family if this has been a major part of your experience.