



## INFORMATION FOR CANDIDATES

Thank you very much for your interest in this post. Please read carefully the following information.

**Please note that we only accept electronic applications returned to:  
wcaapplications@westcoventryacademy.org**

West Coventry Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the School's Recruitment and Selection policy, I would be grateful if you could ensure that your application form contains the following information: -

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure that you have given your name and address accurately. (Please note that it is our policy to police check all successful candidates for posts at this Academy and any offer of employment is subject to satisfactory police and medical clearance).
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
- Details of your academic and vocational qualifications obtained, including the date achieved and grade. We will require to see certificates at interview stage.
- A full employment history, in chronological order since leaving secondary education, including periods of post secondary education/training, part time and voluntary work, as well as full time employment, with start and end dates and reasons for leaving employment.
- Contact details for two referees to be provided, the first of which should be your current or last employer. If you are not currently working with children but have done so during your career, then please provide details of a contact employer, as your second referee.

**Please note that the Academy does not accept references from friends, relatives or neighbours. The Academy also does not accept application forms from applicants who do not wish references to be taken up in advance of interview and without their prior permission.**

- Please ensure that you complete the application in full explaining how your experience, qualifications and personal qualities are relevant to this post. This will be used in the short listing process and applicants should demonstrate how they meet the personnel specification for the job.
- Only applications received by the closing date will be considered. (Please do not send CV's)
- Please do not forget to sign the application form.



### Conditions of service for staff at West Coventry Academy

- Salary:** If the job is term time only or part time, then the salary shown has to be pro rata, to reflect the number of weeks or/and hours worked.
- The grade for the job has been independently evaluated and is not negotiable, based upon the current job description. The starting salary will usually be at the bottom of the grade.
- Increments are usually payable on 1st April each year or after 6 month's service until the maximum of the scale is reached, subject to satisfactory performance.
- Salary is paid monthly in arrears by credit bank transfer.
- Sickness Payment:** Entitlement to sickness payment increases by length of service and rises to a maximum of 6 months full pay and 6 months half pay after 5 years.
- Probationary Period:** The appointment is subject to the satisfactory completion of a six month probationary period.
- Transport:** Vehicles must be insured for business use if being used for transport purposes in the course of the role.
- Personal Development:** This scheme aims to give staff the opportunity to discuss with their manager, on an annual basis, their current performance. Any training or personal development needs can be identified and addressed. It also aims to develop better communication, enhance performance and increase job satisfaction.

Thank you once again for your interest and I look forward to receiving your application form shortly. We will notify unsuccessful applicants by post.

Yours sincerely,

Natalie O'Callaghan (Assoc CIPD)  
HR Manager