

Guidelines for Applicants

Thank you for your interest in applying for a post at Silverstone UTC. These guidelines are to help you to complete the application form, which will ensure we have the necessary information to shortlist the most suitable candidates. The following information must be returned to us by the advertised closing date:

- Letter of application
- Application Form – Part A
- Application Form – Parts B and Part C (will be emailed to candidates selected to attend interview)
- Criminal Disclosure Form (will be emailed to candidates selected to attend interview)

Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application. Please complete the form(s) on-line or in black ink.

Letter of Application

This should be addressed to the Principal, Angela Murphy. The letter should support your application, providing details of your relevant experience for the role, a statement of your personal qualities and why you have chosen Silverstone UTC and the advertised post.

Application Form

Part A – this form requests details about your employment history and qualifications. This section, together with the letter of application will be used for shortlisting candidates against the job description and person specification advertised.

Chronological History

Include periods of any post-secondary education/training and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training and reasons for leaving employment.

Education

Include details of where you obtained your degree (if applicable) and the subjects covered. Please also include date and route by which you have achieved Qualified Teacher Status (QTS) if applying for a teaching post.

References

Please state clearly if we are NOT allowed to contact your current employer prior to interview. You must state the reason and be aware that no offer of employment will be extended until a full reference from this employer has been sought. Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or people writing solely in the capacity of friends. Silverstone UTC reserves the right to seek any additional references it deems appropriate.

Part B – contains personal information that will be required to be checked and verified if you are shortlisted and selected for interview. These notes will not be part of the short-listing exercise. Please put this part of the application form in an envelope (unless returned online) and return to us with the rest of your application documentation.

Online Applications are welcomed, however an original signature will be required should you be selected for interview. To complete the application form using Microsoft Word, please save the document into your word directory as it cannot be completed 'online'. Once you have saved it into Word, complete and either post it or email it back to us.

Completed applications should be returned by the date specified on the advertisement to:
Mrs Nicola Woodhead, PA to the Principal, Silverstone UTC, Silverstone Circuit, Towcester, Northants, NN12 8TL or emailed to nicolawoodhead@utc-silverstone.co.uk