



# *ALP Schools* Application Pack

All Potential Candidates are invited to read our schools prospectus. Please select which school you will be applying for and view our prospectus:

 **ALP LEICESTER** 

 **ALP NUNEATON** 

 **ALP SITTINGBOURNE** 

 **PARKVIEW ACADEMY** 

 **PIERVIEW ACADEMY** 

All applicants who are invited to an interview will be required to bring the following:

**1.** Evidence of identity, address and qualifications in order for the school to verify their name, date of birth and current address:

- current driving licence (including photograph) or passport or full birth certificate; and
- Two utility bills or statements (from different sources) less than three months old showing their name and home address; and
- documentation confirming their National Insurance number (P45, P60 or National Insurance card); and
- documents confirming any educational and professional qualifications referred to in their Application Form.

These identification documents will also be sufficient to enable a Disclosure and Barring Service (DBS) check to be carried out.

**2.** Original documentation in respect of any specific qualifications relevant to the post (e.g. academic qualifications, vocational qualification such as the QTS or in relation to a specific subject field, First Aid or Food Hygiene) that has been entered on the application will also be required.

Please note that we may contact your referees in advance of your interview. When completing the reference section of your application form please ensure you list your previous employer and provide referees that demonstrate your experience working with children. There must be an approximate 5 year period between references and It is your responsibility to ensure all referees are contactable and respond accordingly.

## Please Refer to Your Selected Schools Website Policy Page and Read The Following:

- Safeguarding Policy and Child protection statement
  - Equalities Policy
  - Recruitment Policy

*We Wish You Luck With Your Application Process*

The HR Team