



## **Information for Applicants**

### **School and Trust information**

Please refer to the West Norfolk Academies Trust website, as well as the school website, for useful information about the school you are applying to work at.

### **Application Form**

Our application form for both Teaching and Support Staff positions can be found on the [vacancies](#) section of our website.

Both application forms comprise of 3 parts. Please ensure that you complete **all** sections of the application form.

Part 1 will be viewed and considered by the selection panel when short-listing, and throughout the process.

Part 2 will only be viewed and considered by the selection panel for short-listed candidates.

Part 3 is solely for monitoring purposes and will not be used in assessing or scoring your application, or during the interview process.

Please return all parts of the application form as separate documents please. If using a Mac computer, please convert the document to Word, as we are unable to read .pages documents.

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

If you wish to include a letter to support your application, please do so.

If a vacancy has a closing date this will be clearly marked. Applications received after the closing date will not be considered.

### **CVs**

We regret we are not able to accept CVs by way of application.

### **Speculative enquiries**

We would like to hear from you if you are interested in joining the West Norfolk Academies Trust and will retain speculative enquiries on file for six months.

Vacancies will be advertised on our website and we will direct you to the application process if an opportunity arises.

### **Additional information at Interview**

If you are invited to interview, you will be asked to provide additional information regarding your qualifications, eligibility to work in the UK and safeguarding.

**Please send your completed Application Form or speculative enquiry to:**  
[recruitment@westnorfolkacademiestrust.co.uk](mailto:recruitment@westnorfolkacademiestrust.co.uk)

or post to:

**HR Department, West Norfolk Academies Trust, Springwood High School,  
Queensway, King's Lynn, Norfolk, PE30 4AW.**

### **Any questions?**

If you have any questions about the application process, or require the application form in an alternative format, please contact the HR team on 01553 773393 x151/196 or [recruitment@westnorfolkacademiestrust.co.uk](mailto:recruitment@westnorfolkacademiestrust.co.uk).