



**Parkwood Hall**  
CO-OPERATIVE ACADEMY

June 2017

Dear Applicant

Thank you for your interest in the position of Site Assistant at Parkwood Hall.

Attached to the web page is:

- Application Form
- Job Description and Specification
- Advert
- Guidance notes

Please do read all the documents.

Please note we need the application form to be completed in full; however, you may add your CV and/or personal statement to support your application if you wish. Should you require further information before completing your application please contact me at the school [info@parkwoodhall.co.uk](mailto:info@parkwoodhall.co.uk). Please state on your application which position you are applying for.

It is necessary to remind all applicants that the position is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind overs, including those regarded as 'spent' must be declared.

Successful applicants will be required to allow us to apply for a disclosure from the Disclosure and Barring Service and references will be taken up for short listed applicants prior to interview.

To enable the reference to be obtained quickly please add a contact email for all referees.

We would always expect to see a referee from your current or most recent employer included if that work was with children or young adults.

I look forward to receiving your application by Monday 2 July 2018.

Yours faithfully

Nick White  
Principal

**Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**