



May 2019

Dear Applicant,

Thank you for your interest in the position of Head of Drama at Christ's Hospital School.

Please find enclosed the following:

- A history of Christ's Hospital
- Job Description
- Application Form
- Employment Monitoring Form
- Recruitment of Ex-offenders Policy

CVs cannot be accepted without a completed application form, but you are welcome to include your CV in addition to an application form.

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants are required to complete an enhanced disclosure application with the DBS (Disclosure and Barring Service). More details on the disclosure process can be found on DBS www.gov.uk/disclosure-barring-service-check. Any offer of employment with Christ's Hospital School would be subject to receipt of a satisfactory DBS check and completion of all necessary pre-employment checks.

The employment monitoring form is optional and is purely used to help us with equal opportunities monitoring. Should you wish to complete this form, please return in a sealed envelope marked confidential. This will not be used as part of the recruitment process.

Please email your application (MS word or pdf) to hr@christs-hospital.org.uk

If you are unable to email you may return your completed application by post to:

Human Resources Department
Christ's Hospital School
The Counting House
Christ's Hospital
Horsham
West Sussex
RH13 0YP

Please ensure that you put the correct amount of postage on the envelope.

Applications must be received by **9am on 3rd June 2019**.

Should you have any queries, please contact us on 01403 246635.

Yours faithfully
Human Resources