

April 2008

Dear Applicant

Thank you for showing an interest in our work with young people at Fellside School. The purpose of this letter is to inform you of the details of the selection process and, as importantly, when you will hear whether you have been successful in being selected for this process.

### **Wednesday 30 April 2008 (12 noon)**

- Closing date for applications.
- Initial short-listing will take place and applicants who have been selected for interview will be advised of this by telephone. This will subsequently be confirmed by letter. Employer references will be requested at this time. *Individual circumstances and requirements may be discussed at the time of notification of success by telephone.*
- Due to the large number of applications we receive when advertising, we ask that if you have not been contacted by 21 May would please take this as notification that, on this occasion, your application has not been successful.

### **Tuesday 6 May or Wednesday 7 May**

- The next stage of the selection process will be an informal visit to experience the work we do at TheSPACE and Fellside School. Applicants are asked to make themselves available on one of the above dates from 4.30pm – 7.00pm.
- The purpose of this informal visit will be to allow applicants the opportunity to see the environment in which we work and, more importantly, meet the children who live and work here. The visit may include a shared meal with the youngsters, and individual dietary requirements can again be discussed by telephone. There will also be the opportunity to speak informally with staff.
- Following this informal visit, suitable candidates will be invited to the final stage of the selection process. Candidates invited to interview will be advised of their invitation by telephone. This will also be confirmed by letter.

### **Thursday 15 May, Friday 16 May and Wednesday 21 May**

- Individual interviews to be held at the Centre in Kendal.
- The interview will be for 30 minutes, and will include the opportunity for each applicant to present their own thoughts and ideas in relation to work at TheSPACE. We view this interview as an opportunity for discussion, and will welcome the opportunity to learn from the process!

Thank you again for your interest in working with us at TheSPACE, and we wish you every success with your application.

Yours sincerely

F W GRIST  
Principal