

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.

Tuesday 13 May 2008

- 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 17 May would please take this as notification that, on this occasion, your application has not been successful.

Wednesday 14 May – Friday 16 May

- Shortlisted candidates may wish to make an informal visit to experience the work we do at TheSPACE and Fellside School. Should you wish to arrange a visit, please contact Joyce Brown, Administrator on 01539 739576.

Monday 19 May and Tuesday 20 May 2008

- The interview process will be held over two days and will 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 will 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.
- Applicants will also be given the opportunity 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!
- Accommodation will be provided at a local hotel and a meal with our Senior Management Team on the Monday evening.

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