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## Coopers Employment Application Information

### How to Apply

Support Staff - Please complete the Support Staff application form and email to [jobs@coopersschool.com](mailto:jobs@coopersschool.com) with a covering letter.

Senior Staff & Teachers - Please complete the teaching staff application form, plus send a letter of application of no more than two sides of A4, to Shirley Puxty, Principal. You may also include a CV if it provides further information. Email applications are preferred and should be sent to [jobs@coopersschool.com](mailto:jobs@coopersschool.com). Your application will form part of the selection process.

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### Your Letter of Application

Should address the following issues:-

- Which aspects of your experiences, professional qualifications and personal qualities make you a good applicant?
- What attracts you to this particular post?
- Can you identify and briefly describe what you would view as your own approach to fulfilling the purpose of this post?
- If you are applying for a leadership role, highlight the main leadership and strategies that you would employ.

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### How we Short-List

Candidates will be short-listed for the post based on their Letter of Application and their ability to meet the criteria of the person specification. Appointments will be made subject to satisfactory checks regarding medical fitness and enhanced checks conducted through the Disclosure and Barring Service (DBS). We hold interviews as soon as possible after the closing date.