



February 2014

Dear Applicant,

Thank you for requesting an application pack for the position of Admissions Assistant 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

Please note that CVs will not 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](http://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 return your completed application to the Human Resources Department by post to:

Human Resources Department  
Christ's Hospital School  
Horsham  
West Sussex  
RH13 0LJ

Or by email to: [hr@christs-hospital.org.uk](mailto:hr@christs-hospital.org.uk)

Applications must be received by midday on Wednesday 5<sup>th</sup> March and interviews will take place on Thursday 13<sup>th</sup> March

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

Yours sincerely

**Human Resources**