



Notes for Applicants

Thank you for your interest in The Sigma Trust. Please read through these guidance notes BEFORE completing the Trust application form.

- All the information requested on the form is necessary to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools - Please ensure you complete all the sections.
- We are unable to accept CVs so please do NOT include a CV or write 'see CV' in any of the sections of the application form.
- No covering letter or other material need accompany this form, but please use the 'Information in Support of this Application' section to provide evidence of your suitability for the role against the job description and person specification. Testimonials should not be enclosed.
- Please ensure that you provide FULL employment and education history.
- You must provide an explanation for any gaps, in chronological dates, relating to education and employment history, in the relevant space provided in the application form.
- Referees must be professional, NOT personal, and one must be from your current / most recent employer.
- All information given will be treated as confidential.
- The Declaration at the end of the form must be signed and dated.
- The closing date must be strictly adhered to.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The Sigma Trust is committed to being an Equal Opportunities Employer and welcomes applications from people with disabilities. If you require additional help with our recruitment process, please contact the Trust HR Manager.