| Hudson Primary School  **Everyone Experiences Excellence**  Moorhey Road, Maghull, Merseyside, L315LE.  Telephone: 0151 526 1568  Website: [www.hudsonprimary.co.uk](http://www.hudsonprimary.co.uk)  Headteacher: Mrs. Niki Craddock  Email: [head@hudsonprimary.co.uk](mailto:head@hudsonprimary.co.uk) |  |
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**We are so delighted you are considering submitting an application to work with us.**

As detailed in our advert, we are looking for a Level 2 Teaching Assistant to work with children in our school and we are eager for you to demonstrate your full potential in your application form, therefore we hope the following will help you.

* *Your application should demonstrate where you have gained your experience and why this makes you a good candidate for this position.*
* *Use the job description and complete section 5 with everything you want us to know about how you would fit into our school, how you can meet the requirements in the job description and what makes you capable of doing the job.*
* *Please include a full employment history as we may need to check some of these details with previous employers*
* *Please include details of all the qualifications you have as these may need to be evidenced through certificates before we can offer you a position.*

**We want you to project the best version of you and your experience via your application. Therefore it is important that you include the details above in your application.**

Please note that we are required to obtain references before you attend for interview so please ensure your referees are aware of this. It is no longer an option to leave this until later in the recruitment process so please bear this in mind if it could be an issue.

Please note that we may ask you to complete a DBS declaration for you to confirm whether you believe you will pass a DBS enhanced check. We may also carry out an online search on shortlisted candidates as part of our due diligence. This may help in identifying incidents or issues that have happened and are publicly available online, which we may wish to explore at interview.

If you have already submitted your application but feel there is additional evidence or specific information you should have included, please resubmit your application before the closing date making it clear that this should replace your previous application and our recruitment team can organise that for you.

Unfortunately if you have not heard back from us within one week of the closing date, your application has been unsuccessful on this occasion. We regret we are unable to provide individual feedback on your application but we wish you the best of luck in securing your next career move soon.