



## Using Mynewterm to apply for a role at Winsford Academy

**Thank you very much for taking the time to apply for a role at Winsford Academy.**

The information submitted via Mynewterm will be used to measure your application against the essential criteria as identified on the person specification.

### **Statement 500 words (Max)**

The written statement element is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the Trust's equal opportunities policy in recruitment and selection and will help us to develop and improve.

**Please be aware that CVs will not be accepted for any positions.**

### **How to apply:**

We ask all applicants to apply through our recruitment software. This enables leaders to efficiently carry out safer recruitment checks, once registered for Mynewterm, applicants can apply for any role in the Trust's 11 schools.

### **Note for applicants:**

Because Mynewterm is cloud based software, it is possible for you to experience a break in connection, and you won't necessarily know about it straight away. We therefore strongly recommend that you prepare your main application content in a different package like MS Word/Notepad and copy and paste it into your application form in the relevant sections.

If you have any further questions about using the software or the application and shortlisting process, please contact PA to the Principal, S Pardoe –

[Suzanne.Pardoe@winsford.ht.school](mailto:Suzanne.Pardoe@winsford.ht.school)