



Kirklees Supply Service  
Kirklees Professional Services  
Kirkgate Buildings  
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Website: [www.kirklees.gov.uk/kss](http://www.kirklees.gov.uk/kss)

Dear Applicant

### **KIRKLEES SUPPLY SERVICE (KSS)**

Thank you for your interest in registering with us as a Supply Business Support Assistant/Officer in schools. Kirklees Supply Service has the support and backing of schools, Children and Young Peoples Service and the Associations.

Please find enclosed a pack of information which includes:-

- ❖ A Job Description and Person Specification for Grade 4 and 5 (you should indicate which grade you are applying for).
- ❖ An Availability Form
- ❖ An Application Form - Please complete all sections, including your employment/education history in full (**from your 16<sup>th</sup> birthday**) – a CV is not an acceptable alternative - and the relevant information which addresses the Job Description and Person Specification.

A minimum of two references will be requested as part of the recruitment process and they will form part of the decision making. Your Referees must be able to answer questions concerning your employment history and suitability for the post which includes details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”. **Please DO NOT give the names of friends, family or agencies.** You should also be aware that any references may be shared with Kirklees Schools.

Please see the KSS website for full details of the recruitment process, including a map of the area.

Please return your completed forms to this office as soon as possible. Once all the necessary checks have been completed, you may be invited to interview. A disclosure of criminal background (DBS) check and ‘Safeguarding in Education’ E-learning course will also need to be completed prior to interview.

I would like to take this opportunity to wish you every success with your application.

If you require any further information please do not hesitate to contact me on the above number.

Yours sincerely

Kirklees Supply Service Team