



# Cheslyn Hay Academy

Part of Windsor Academy Trust

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Headteacher Ms N Crookshank BA (Hons) MA

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## FAIR DEAL FOR JOB APPLICANTS

Cheslyn Hay Academy is committed to recruiting and selecting job applicants fairly as part of our Equal Opportunities Policy. To this end we will make every effort to ensure that you are served by the following standards:

- You will be treated in a polite, helpful and friendly manner at all times.
- We will try to take account of any particular needs you have.
- Wherever we contact you we will give you the name and telephone number of someone who will deal with any queries you may have. We will give you the name of anyone dealing with your telephone enquiry.
- Your application will be dealt with efficiently and confidentially
  - Application forms will be sent out by the end of the next working day after your enquiry has been received.
  - Applications are not acknowledged but you will be informed if you have been short-listed for interview normally within ten working days of the closing date.
  - You will normally be advised within ten working days of the result of any interview or selection test you have taken part in. You have the right to discuss the results with the person responsible for the selection progress.
  - You will be kept informed of any delays that may occur, together with the reasons for them
- All information provided to you will be
  - Written in plain language
  - Be up to date, accurate and produced to professional standards
  - Be produced in large print format or on audio cassette tape where requested
- All decisions will be made in line with the School's Equal Opportunities Policy.
- All decisions will be made on merit and in line with the job requirements already set for the vacancy.
- We will take seriously any complaints or concerns you may have about your treatment as a job applicant. We will investigate these promptly and will let you know what we have done

