



## Longley Park Sixth Form College

Principal Mo Nisbet

Horninglow Road  
Sheffield  
S5 6SG

T 0114 262 5757

Dear Applicant

Thank you for considering submitting an application for a post at Longley Park VI Form College.

Please find enclosed full details about the College and the post you have applied for. Please complete the application form but **do not send us a CV**. Your application should ensure that we can see how your experience and skills meet our requirements as set out in the Job Description and Person Specification.

You should not need to include more than two A4 pages of additional information in support of your application form. If you are providing additional information, **please do not include your name or address on these documents**.

Completed applications should be returned to the Human Resources Department at the above address by the closing date specified.

**Please ensure you use the correct postage** (depending on the weight and size, you may need more than a first class stamp) as the College cannot accept post that is underpaid.

**You can return your application by email to: [recruitment@longleypark.ac.uk](mailto:recruitment@longleypark.ac.uk) or post. If sending by email, we only accept applications in PDF and Word format. If sending by post, please ensure that you use the correct postage** (depending on the weight and size, you may need more than a first class stamp) as the College cannot accept post that is underpaid.

We wish you the best of luck with your application and look forward to receiving your details. In the meantime, if you have any queries, please contact our HR team on 0114 262 5731.

Yours sincerely

**Mo Nisbet**  
Principal