



Trust Shared Services  
William Lee Centre  
Flatts Lane, Calverton  
Nottingham, NG14 6JZ  
Telephone: 0115 9653496  
Email: [hr@redhillacademytrust.org.uk](mailto:hr@redhillacademytrust.org.uk)

August 2019

Dear Applicant

## **Trust Career Advisor**

Thank you for your interest in our recent advertisement for the above position for The Redhill Academy Trust. I have pleasure in enclosing details.

If you would like to apply for the post, please send your letter of application to the Trust postal address, or to [hr@redhillacademytrust.org.uk](mailto:hr@redhillacademytrust.org.uk), can you provide answers to the following four questions with essential to the job clearly demonstrating your suitability for the role, together with the completed application form:

Please answer the following questions in no more than 250 words

- 1. Describe your experience of working in a careers, recruitment or training environment.**
- 2. Please provide examples of how you have engaged with employers in support of student employability?**
- 3. Please provide examples of the types of group based activities you have designed and delivered.**
- 4. Describe your experience of working with and engaging multiple and diverse client groups.**

Your application needs to arrive before Middy, Friday 20 September 2019.

Due to the number of applications we receive, it is with regret that we cannot respond to every application. Therefore, if you do not hear from me within two weeks of the deadline, please assume that, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours sincerely

Charlotte Blyth  
Careers and Aspirations leader