



ACET Vacancy Applications

Technical Guidance

- Please ensure you are completing the **latest version** of the application form which must be accessed from www.astonacademy.org or www.astoncetrust.org.
- If you are including additional sheets in support of your application ensure they are saved in a Microsoft Word compatible format. If you are unable to do this save the files as PDFs. Please make sure your name is on any additional sheets attached.
- Please ensure you complete all sections of the application form fully, reference to a CV will not be accepted.
- All electronic applications MUST be submitted to vacancies@aston.rotherham.sch.uk to be considered.
- Please check the application form once you have attached it to your email to ensure it is complete and correct before sending.
- Technical difficulties and human error can sometimes occur and we would recommend that you submit your application in good time prior to the deadline so that any such issues can be addressed before the deadline passes.

Apple Users

- If you are completing your form using an Apple device you will need to use the Adobe Reader software and not the built in preview function as this may result in a blank application being saved. You can download Adobe Reader for free from <http://get.adobe.com/uk/reader/>.