



Search Associates

From Senior Associate: David Cope

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To: Candidates

LONDON-MAY RECRUITMENT FAIR – 2-3 MAY 2009

The Hilton London Paddington Hotel, London W2 1EE, UK.

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Dates/Times Saturday 2 and Sunday 3 May 2009 are the essential days to be present. Signing-in and collection of fair papers are best done on Friday 1 May between 3.30 and 5.30 pm if possible. If late arrival is unavoidable, this is possible on Saturday 2 May between 7.45 and 8.30 am.

Provisional schedule

Saturday 2 May:	8.45 - 9.30 am	Candidate briefings.
	10.00 - 11.45 am	Sign-up session, fixing interview times.
	all afternoon	Series of 30-minute school presentations.
	7.00 - 9.00 pm	Reception (cash bar) for all recruiters and candidates.
	Saturday after 11.45 am and throughout Sunday	Individual interviews as arranged.

Best departure time Sunday evening (3 May) or Monday morning (4 May).

Hilton Hotel charges Settle direct with the hotel. Special Search Associates rates: £ 175 single / £ 185 double per night for a standard room, including full English breakfast, but excluding VAT tax of 17.5%. Candidates need not stay at the Hilton; there are plenty of less expensive options close by. Advice on alternative hotel accommodation is available from David Cope.

Hilton Hotel booking Direct with the hotel using the special **Hilton Online Reservations system** for the Search Associates London-May 2009 fair (http://www.hilton.com/en/hi/groups/personalized/LONDPHI_GSEAA/index.jhtml). Reservations must be guaranteed by credit card. Book early, **at the very latest by 29 March 2009.**

Travel Make own arrangements early, as flights in and out of London can be very busy. The hotel is adjacent to Paddington mainline railway and underground stations.

Visas EC passports and many others require no visa but, if in doubt, please check in good time.

Registrations for a candidate place at the London-May 2009 Recruitment Fair

Please ensure that you ask your associate well in advance of the fair for an invitation to register online for a candidate place. **Online registrations should be done as early as possible, and preferably no later than 31 March 2009.**

Absolute final deadline for candidate registrations: 20 April 2009.

PLEASE NOTE: Your place at the London-May fair is only definite when you have received confirmation from David Cope, following your online registration.

SEARCH ASSOCIATES

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CONDITIONS PERTAINING TO TEACHERS/CANDIDATES

1. **Registering online for a place by 31 March 2009 is preferred**, to enable us to give better attention to your needs, but later registration (up to the **final deadline for candidates of 20 April 2009**) is possible for candidates who are already fully registered with Search Associates and whose paperwork including all the required online references is complete.
2. Once your online registration has been received and your place at the fair has been confirmed, schools will have been informed you are coming, so please do not withdraw.
3. In addition to the registering online for a place at the fair, **all candidates** need to have completed, preferably well in advance of the fair, an online Search Associates Candidate Application form (see relevant web pages for details) and also to have uploaded a good, clear photo on to this application. All candidates also need to have requested from their referees a minimum of 4 Search Associates confidential evaluations, completed online with signed printed hard copies sent directly to the candidate's senior associate. These 4 evaluations / references should include at least 3 from past or present supervisors. These references need to have reached us **absolutely no later than 20 April 2009** and, if possible, well before this date.
4. **No London-May 2009 registrations can be accepted after 20 April 2009.** Please get everything organised in good time before the final deadline.
6. Completed candidate files will be distributed to recruiters on Friday 1 May 2009, so that they can prepare their lists of potential interviewees before the sign-up session on the morning of 2 May. At that session you can request interviews with any heads whose schools attract you. We cannot guarantee that any specific head will interview you, let alone that any job offer(s) might come your way, but part of my function is to help all candidates and all heads to gain as much as possible from the fair.
7. **Your word is your bond**, both in promising accuracy and honesty in all papers you submit and all statements you make, and in your response to any offer(s) of posts made to you. The same applies to interviewers, who have also been asked not to put candidates under pressure for an immediate answer if a job is offered at or soon after the fair.
8. **FOR CANDIDATES REGISTERED WITH DAVID COPE, the British branch of Search Associates, no fee is due for attending the fair** (because of legal requirements applying in the UK).

FOR CANDIDATES REGISTERED WITH ANY OTHER SENIOR ASSOCIATE, who will have paid a fee for registration, no fee is payable for attending the fair if this is their first fair following registration. If it is their second or later fair within their current registration period, the sum of £ 30 sterling or US\$ 50 per candidate is due. This sum should be paid direct to the sponsoring Associate (NOT to David Cope) no later than 20 April 2009.

I look forward to having you join us in London in May 2009.

David Cope