

SEARCH ASSOCIATES

From Senior Associate: Harry Deelman <deelman@loxinfo.co.th>

To: Candidates [Please Note: This information does NOT constitute an invitation – please see below]

RECRUITMENT FAIR: LONDON-FEB 2009

Venue: THE NOVOTEL LONDON WEST
Hammersmith International Centre, 1 Shortlands, London W6 8DR
Tel: + 44 20 8741 1555 Fax: + 44 20 8741 2120

Dates/Times: Essential signing-in & collection of papers **on Friday 6 Feb, 13.00 - 19.00**

The last Candidates Briefing is 21.00 - 22.00. All candidates **must** attend one of these meetings.

FRIDAY 6 February (p.m.) through SUNDAY 8 February 2009 are the key days to be present.

Most Heads interview on both weekend days, **and** hope to see candidates on Monday 9 February too.
Note that Heads of Schools (interviewers) will be reviewing candidates' dossiers on Friday 6 February.

All Candidates **Friday 6 Feb:** 18.30 - 21.00: Candidate Briefings in Bordeaux Suite (2nd Floor)
[18.30 - 19.30 **or** 19.45 - 20.45 **or** 21.00 - 22.00]

Saturday 7 Feb: 8.30 - 10.30: MAIN Sign-up session, fixing interview times
10.40 - 17.30: Rota of 30-minute presentations by each school's Head
11.00 - 19.00: Interview schedules as fixed at sign-up session, above
17.30 - 18.30*: Supplementary sign-up session, fixing further interviews
* If the hotel permits it, this session might be on Sunday a.m.
19.30 - 21.00: (Cash Bar) Reception

Sunday 8 Feb: All Day: Interview schedules as fixed at sign-up session, above
8.30 - 18.50: Continuation of presentations by each school's Head

Monday 9 Feb: as scheduled: Continuation of interview schedules including call-back interviews

Departure best planned: not before Monday 9 February 2009 afternoon/evening.

Hotel Charges: To be settled directly with the hotel on departure.
Special SEARCH Fair room-rate (per night): £95.00 single occupancy (room only)
£110.00 including full English breakfast
All rates inclusive of VAT tax **or** £105.00 double occupancy (room only)
£126.00 including full English breakfast

Hotel Booking: Directly with Reservations at the hotel, on the special Novotel application form for the SEARCH London-Feb 2009 Fair. Must be guaranteed by credit card. **Please book early to avoid disappointment – within November if you can.**
Cancellations without penalty possible up to a week prior to arrival date.
Deadline 22 Jan 2009 as any remaining rooms in the Search block will be held until this date only.

Travel: **Make own arrangements early;** flights in & out of London can be very busy. Directions to hotel (very near Hammersmith tube/subway station) available from <deelman@loxinfo.co.th>.

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

Applications for a Candidate place at the London February 2009 Recruitment Fair

Please complete the electronic **Lon-Feb 2009 Fair Application** as early as possible (ideally in Oct/Nov 2008)
Absolute deadline 19 January 2009

NOTE: Your place at the Fair is only definite when you have received confirmation from Harry Deelman, in reply to your completed online/electronic Fair Application. Most confirmations are sent by email 6-9 weeks before the Fair. We expect more applications than there are places. Candidate places will be offered to those candidates with completed paperwork who most closely fit the needs expressed to us in advance by the recruiting schools. At least 3 confidential Supervisor references must have reached us.

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SEARCH ASSOCIATES

RECRUITMENT FAIR: LONDON FEBRUARY 2009

Conditions pertaining to Teacher/Candidates

1. Requesting a place by 14 December 2008 is preferred, to enable better attention to your needs, but later application for attendance (**Final Deadline: 19 January 2009**) is possible for teachers who are already registered with the Harry Deelman branch of Search Associates, and for teachers who can ensure that sufficient of the papers noted in point 3, below, are in our hands by 19 January 2009.
Note: Your chances of a place are much greater if all references reach us **well** before Christmas.
January 2009 applicants might (even if accepted for the fair) miss the opportunity of booking accommodation at the **Novotel London West** where the Search Associates block of rooms, at the reduced rate of £95.00 Single or £105.00 Double (room only; inclusive of VAT) or £110 Single / £126 Double (with full English breakfast & inclusive of VAT tax) is often exhausted well before the Hotel's final deadline: **22 January 2009**. To obtain this special rate, **you must use the Novotel Candidate Booking form. Book your rooms early!**
If the hotel is full, please contact Harry Deelman for alternative suggestions.
2. If your place has been confirmed, schools may be informed that you are coming, so please do not withdraw.
3. In addition to the London-Feb 2009 Fair Application, submitted electronically from our website, all candidates need to have completed, preferably **well** in advance of the Fair, a Search Associates Candidate Application Form (electronic/on-line – see relevant web pages for details) and have uploaded a good, clear photo onto this application. All candidates also need to have requested of their referees a minimum of 4 Search Associates confidential Evaluations, completed online with signed printouts sent directly to the senior associate the candidate has registered with. These 4 evaluations/references should include at least 3 from past or present Supervisors and 1 or more from past or present Parents of children you have taught. These confidential evaluations need to reach us in Chiang Mai at latest by Monday 19 January 2009 and, if possible, well before this date. Approach your referees in good time. Be considerate. Avoid Christmas/New Year.
4. Candidates registered already with any other member of the Search Associates team (Jim Ambrose, Bob Barlas, Marie Bogat, David Cope, Sally Gordon, Rob Graham, Dexter Lewis, Jessica Magagna, John Magagna, Jere Packard, John Ritter, Ray Sparks, Michael Williams) do not need any further interview or any additional papers, but should please ensure that a good copy of your dossier reaches us in Chiang Mai at latest by 19 January 2009, sent to us by the Search Associates team member with whom you are registered. That usually requires asking for the approval and action of your 'sponsor' no later than early December 2008. Earlier preferred – best November 2008.
5. No London-Feb 2009 Fair papers will be processed if received after 19 January 2009, with the possible exception of a very strong candidate in a shortage field to whom we have emailed permission for additional time.
6. The complete set of papers, as noted above, will be copied and distributed to all the recruiters on Friday 6 Feb. 2009, so that they will have been able to prepare their own long "short lists" prior to the Sign-up session on Saturday 7 Feb.
7. Collect your candidate pack as soon after 1.00 p.m. on Friday 6 February as possible, so that you will have plenty of time to study the contents before your Candidate Briefing, the Interview Sign-up Session, the School Presentations and your Interviews. The Candidate Briefings are during the evening of Friday 6 February. Candidates who are well prepared stand a far better chance of placement.
8. You will be allocated a Candidate Briefing time, one of: 6.30 p.m. or 7.45 p.m. or 9.00 p.m. on Friday 6 February. This is when we will explain how the Fair is organised. Make sure that you have had time to study your Candidate Information Pack **before** this meeting, especially the Schools Information booklet, so that you will know which School presentations you would like to attend during Saturday and Sunday, and which recruiters you need to approach to request interviews at the Interview Sign-up Session (Sat: 8.30-10.30). No guarantee can be given that any given Head will interview you, let alone that any job offer(s) might come your way, but part of our function is to help all candidates and all Heads to gain as much as possible from the Fair.
9. Your word is your bond, both in promising accuracy and honesty in all papers you submit and in 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 any candidates under pressure for an immediate answer if a job is offered at (or soon after) the London-Feb Fair. In particular, any candidate attending two fairs in rapid succession should honour his/her commitment to **both** fairs by meeting, at least, any/all schools with which the candidate has had pre-fair communications.
10. Candidates must be fully registered with a branch of Search Associates in order to attend this Fair. If this is the first Fair you are attending within this registration period there is no charge to attend the Fair. However, if this is not the first Fair you will be attending within this registration period, please contact your specific sponsoring associate well in advance of the Fair to check whether a charge is due.

We look forward to you joining us in London in February 2009.

Harry & Margaret Deelman