

**Colchester County High School for Girls**

**Norman Way Colchester Essex CO3 3US**

**01206 576973**

Thank you for your interest in Colchester County High School for Girls.

The following information is necessary to ensure that full consideration can be given to all candidates.

The information given will be treated as Confidential.

Please complete the application form in black ink or type and ensure you complete all the sections.

The Declaration must be signed and can be found at the end of this form.

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process, please contact the School.

**Application for the post of:**

**1. Personal details**

|  |  |
| --- | --- |
| Surname and title: | Any Previous Surname: |
| Forename(s): | Date of birth: |
| Address:  | National Insurance No: |
| Home email address:  | Work email address:  |
| Telephone number: Home: Mobile: Work: |
| Do you need permission to work in the UK? 🞎Yes 🞎No (Successful applicants will be required to prove right to work in the form of a birth certificate issued in the UK, passport (EEC) or work permit)  |

**2. PRESENT EMPLOYMENT** (if currently employed)

|  |  |
| --- | --- |
| Employer’s name: | Nature of business: |
| Address: |
| Current Post: |
| Date of Appointment: | Full or Part-time (+ weekly hours): |
| Grade/Salary Range: | Notice Required: |
| Gross annual salary: | Allowances Received: |
| Reason for leaving: |

**3. BRIEF OUTLINE OF DUTIES IN YOUR CURRENT OR MOST RECENT JOB.**

|  |
| --- |
|   |

**4. FORMER POSTS HELD** (Please include all employment listing the most recent first and continue on a separate sheet if necessary.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer: | Start Date: | End Date: | Job Title: | Salary/ Grade | Reason for leaving: |
|  |  |  |  |  |  |
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**5. EDUCATION AND TRAINING**

**HIGHER EDUCATION AND POST GRADUATE (if appropriate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Higher Education studied/qualification(s) gained  | From: | To: | Qualifications and Level/Degree Class (including sub-division) | Courses/Subjects studied |
| Name of Institution: |  |  |  |  |
| Name of Institution: |  |  |  |  |
| Name of Institution: |  |  |  |  |

**6. SECONDARY EDUCATION AND EXAMINATION RESULTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of school(s) and addresses | From | To | Subject & Awarding Body | Grade | Date |
| A Level or Equivalent Education |  |  |  |  |  |
| Secondary Education -GCSEs or Equivalent |  |  |  |  |  |

**7. BREAKS IN EMPLOYMENT HISTORY**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training, long periods of sickness etc.

|  |  |  |
| --- | --- | --- |
| Start Date | End Date | Reason for break |
|  |  |  |

**8. PROFESSIONAL DEVELOPMENT OR OTHER RELEVANT TRAINING UNDERTAKEN WITHIN**

 **THE LAST 5 YEARS**

|  |  |
| --- | --- |
| Training/Course details and Organising Body. (Please list the most recent first and continue on separate sheet if necessary) | Dates |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**9. ABILITY TO TRAVEL (IF REQUIRED)**

|  |
| --- |
| Do you have a valid driving licence? YES 🞎 NO 🞎Do you have access to a vehicle which you are able to use for work purposes? YES 🞎 NO 🞎If not, are you able to travel, for work purposes, by another means of transport? YES 🞎 NO 🞎 |

**10. INFORMATION IN SUPPORT OF THIS APPLICATION**

|  |
| --- |
| Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary). |

**11. REFEREES**

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. Applicants must ensure referees’ consent to be contacted and for reference information to be held for a period of 6 months.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Position: | Position: |
| Relationship between referee and applicant: | Relationship between referee and applicant: |
| Period of time applicant known to referee: | Period of time applicant known to referee: |
| Telephone Number: | Telephone Number: |
| Email address: | Email address: |
| Notes. 1. Referees will be contacted before interviews unless otherwise requested.
2. If either of your referees know you by another name please give details.
3. The school may contact other previous employers for a reference without your consent
4. Reference will not be accepted from relatives or from people acting solely in the capacity of friends
 |
|  |

**12. CLOSE PERSONAL RELATIONSHIPS**

Are you a relative or partner, or do you have a close personal relationship with any employee, Trustee or Governor of Colchester County High School for Girls?

YES/NO

If yes, please state the name(s) of the person(s) and relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a parent of a student at Colchester County High School for Girls? YES/NO

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors, Trustees or Senior Managers of the School by you, or on your behalf, is not allowed.

**13.** Please read the following statements and information relating to your application carefully. By submitting this form you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

**DISCLOSURE OF CRIMINAL CONVICTIONS**

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2) and, where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application.

A conviction/caution/reprimand will not necessarily be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

**SAFER RECRUITMENT AND CHILDCARE DISQUALIFICATION CHECKS**

I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

Shortlisted candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2009 (“the Regulations”) will be asked to complete a Disqualification Declaration Form. A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

**14. DATA PROTECTION**

I acknowledge that by completing this form, the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

If I am the successful applicant, I acknowledge that this information will be retained in line with the school’s retention schedule. If I am not the successful candidate, I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

**15. DECLARATION**

I certify that, to the best of my belief, the information I have entered is true and I understand that any false information or omissions will result, in the event of employment, in disciplinary investigation by the School, and is likely to result in dismissal.

|  |  |
| --- | --- |
| Name:Signed: | Date: |

**NOTES FOR APPLICANTS**

**Please return this application form to** **recruitment@c****chsg.com with your supporting letter of application addressed to the Executive Principal.**

**Your application may be submitted electronically however, a signed copy should also be sent by post, or brought to the school in person if shortlisted for interview.**

Thank you for applying for this post and your interest in working for this school. It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.

* The form will be photocopied. Please write clearly in black ink or word process.
* Applications will be considered and a shortlist drawn up on the basis of the experience and aptitudes, knowledge and attainments required for the duties of the post, as outlined in the further particulars. It is therefore necessary for you to show in your application that you have the necessary skills and experience required.
* Please ensure that your application is received by the school by Midday on the closing date.

Updated October 2018

**RECRUITMENT SURVEY**

In order for us to target our recruitment advertising in the future please would you complete the following:

Where did you hear about this vacancy?

TES website⁮ Essex Jobscene website ⁮

Essex County Standard ⁮ CCHSG website ⁮

Other – please give details …………………………………………………………………..

 **Recruitment monitoring information** **

**Post title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We are committed to ensuring that applicants are selected on the basis of their skills/attributes relevant to job. In accordance with our Equality & Diversity Policy, we provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. In order to monitor how successful this policy is we monitor all job applications. This information will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment.

There is no obligation on you to provide this information. All applicants will be treated the same regardless of whether or not they provide this information. All information will be treated in confidence and will not be seen by the shortlisting panel. The information provided on this form will be converted into anonymised data, stored separately from your application form and only used to provide statistics for monitoring purposes. If you do not wish to answer any of the questions you can select the “prefer not to say” option.

1. **AGE**

|  |  |  |  |
| --- | --- | --- | --- |
|   15 – 19  |  35 – 39  |  55 – 59  |  Prefer not to say |
|  20 – 24 |  40 - 44 |  60 – 64  |  |
|  25 – 29  |  45 - 49 |  65 – 69  |  |
|  30 – 34  |  50 – 54  |  70+ |  |

**2. GENDER**

Which of the following describes how you think of yourself?

 Male  Female  Other  Prefer not to say

1. **MARITAL STATUS**

 Married (opposite sex)  Married (same sex)

  Civil partner  Single Other: \_\_\_\_\_\_\_\_\_\_\_

**4. SEXUAL ORIENTATION**

Bisexual Gay man Gay woman / lesbian

 Heterosexual Prefer not to say Other

**5. ETHNIC ORIGIN**

**a. White:**

British Welsh

 Scottish Northern Irish

 Irish Other, please specify: \_\_\_\_\_\_\_\_\_\_\_

**b. Mixed:**

 White & Black Caribbean White & Black African

 White & Asian Other, please specify: \_\_\_\_\_\_\_\_\_\_\_

**c. Asian, Asian British, Asian Black, Asian Scottish or Asian Welsh:**

 Indian Pakistani

 Bangladeshi Other, please specify: \_\_\_\_\_\_\_\_\_\_\_

**d. Black, Black British, Black English, Black Scottish or black Welsh:**

 Caribbean African

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_

**e. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:**

 Chinese Other, please specify: \_\_\_\_\_\_\_\_\_\_\_

**f. Other Ethnic group:**

 Prefer not to say Other, please specify: \_\_\_\_\_\_\_\_\_\_\_

**6. RELIGION OR BELIEF**

 No religion or belief Buddhist Christian

 Hindu Jewish Muslim

 Sikh Prefer not to say

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_

**7. DISABILITY**Before ticking the appropriate box below please read the definition of disability.

The definition of disability, as outlined in the Equality Act 2010 is as follows: *“a physical or mental impairment which has a “substantial” and “long term” negative effect on a person’s ability to carry out normal day-to-day activities”.*To be protected under the Act:

* An individual must have an impairment which can be physical or mental.
* It has to be substantial, that is something more than minor or trivial.
* It needs to be long term i.e. the impairment has lasted or is likely to last in total for at least twelve months or more, or is likely to last for the rest of the life of the person affected (long term includes conditions which fluctuate or may recur such as cancer, HIV/AIDS and multiple sclerosis) **and**
* It must affect their day-to-day activities on a regular basis (day-to-day activities includes things such as reading, lifting and carrying objects, personal care, shopping, meeting and communicating with people).

Do you consider yourself to have a disability?

Yes No Prefer not to say

**Data Protection**

I hereby acknowledge that the data provided on this form will be anonymised and then collated and held in a central electronic file/format within a period of 4 working weeks, after which time this form will be destroyed.  I acknowledge that the data is collated for the purposes of equal opportunities monitoring and will be processed in accordance with the Data Protection Policy.  I acknowledge that information about how my data is used is provided in the Recruitment Monitoring Form Privacy Notice.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_