



Colchester Royal Grammar School

6 Lexden Road, Colchester, Essex, CO3 3ND

Telephone: 01206 509100 – Web: www.crgs.co.uk

Headmaster: Mr J Russell MA

Application Form

Applicant name: _____

Thank you for your interest in Colchester Royal Grammar School.

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

Please return completed application form to:

Colchester Royal Grammar School
6 Lexden Road
Colchester
Essex CO3 3ND

Or attach to an email to:

applications@crgs.co.uk

Application for appointment as: _____

Closing date: _____

Do you need permission to work in the UK? Yes No

Where did you hear about this vacancy? _____

Personal Details

Last name and title: _____

First name(s): _____

Previous names: _____

Home telephone: _____ **Mobile:** _____

Home email: _____

Work telephone: _____

Work email: _____

Home address: _____

National insurance number: _____

Present Employment (if currently employed)

Employer's name and address: _____

Nature of business: _____

Date appointed: _____

Job title: _____

Current salary: £ _____

Grade / salary range: _____

Allowance(s) received; Type(s): _____ **Value(s):** £ _____

Notice required: _____

Reason for leaving: _____

Brief outline of duties in your current or most recent job:

Previous employment

Please include all full time and part time positions, starting from the most recent.

Employer	Start date	End date	Job title	Salary/grade	Reason for leaving

(continued)

Employer	Start date	End date	Job title	Salary/grade	Reason for leaving

Breaks in employment history

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

Mobility

Please complete this section if the Person Specification for the post includes these requirements.

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 any other means of transport? Yes No

Secondary school education

Please list most recent first.

School(s)	From	To	Qualification/subject obtained and awarding body	Grade	Dates

Continuing education (University/College/Apprenticeships etc.)

Please list most recent first.

Educational establishments	From	To	Qualification/subject obtained and awarding body	Grade	Dates

Professional qualifications

Including details of professional association membership.

Do you hold Qualified Teacher Status (QTS)? Yes No

DfE number: _____

If yes please complete the following.

Date Statutory Induction Period (if qualified since August 1999);

Started: _____ **Completed:** _____

Other relevant training and development courses attended in the
last five years

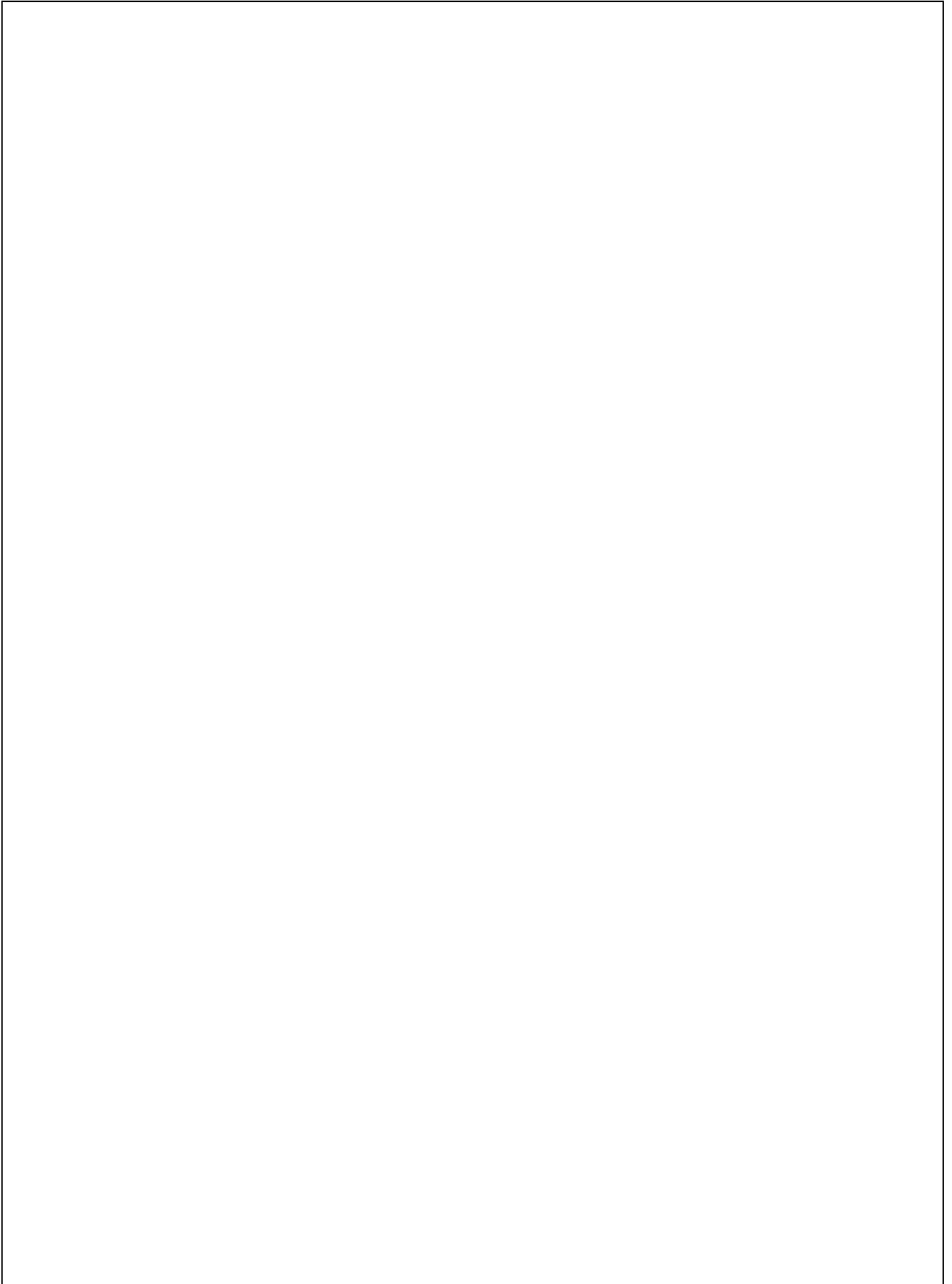
Please list the most recent first.

Brief description/course title	Date	Organising body

Information to support 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. If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.

(continued)



References

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.

Referee 1

Referee 2

Name: _____

Name: _____

Address: _____

Address: _____

Position: _____

Position: _____

Telephone: _____

Telephone: _____

Mobile: _____

Mobile: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

- Note:
- i. Referees will be contacted before interviews.
 - ii. If either of your referees know you by another name, please give details.
 - iii. The school may contact other previous employers for a reference with your consent.
 - iv. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Close personal relationships

Are you a relative or partner, or do you have a close personal relationship with, any employee or Governor of Colchester Royal Grammar School? If 'yes' please state the name(s) of the person(s) and relationship (see notes below);

Yes **Name(s):** _____

No

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

Please confirm the following statements are true by signing the box below:

Declaration

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

Disclosure of Criminal Convictions

Short-listed candidates will be asked to complete a Self-Disclosure Form (SD2) and, where appropriate, a disclosure/status check will be sought from the Disclosure and Barring Service in the event of a successful application. A conviction/caution/reprimand will not necessarily be a bar to obtaining employment.

Safer Recruitment

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

Data Protection Act 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed: _____

Date: _____

Correspondence

Thank you for applying for this post. Your interest in working for Colchester Royal Grammar School is much appreciated. It is not the school's practice to acknowledge receipt of applications. However, if you would like to be informed of the outcome of your application once the selection process has been completed, please provide a stamped addressed envelope.

Recruitment monitoring information

Colchester Royal Grammar School is committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel. This section will be detached from the application form prior to shortlisting. If you do not wish to share this information, you can select the 'prefer not to say' option. The information contained on this form will be held on a computer file.

Post title: _____

Last name: _____

First name(s): _____

Age:

15-19

35-39

55-59

20-24

40-44

60-64

25-29

45-49

65-69

30-34

50-54

70+

Gender:

Male

Female

Prefer not to say

Ethnic origin:

Asian/Asian British – Bangladeshi

Black/Black British – Caribbean

White – British

Asian/Asian British – Indian

Black/Black British – Other

White – Irish

Asian/Asian British – Pakistani

Mixed – White and Asian

White – Other

Asian/Asian British – Chinese

Mixed – White and Black African

Prefer not to say

Asian/Asian British – Other

Mixed – White and Black Caribbean

Other: _____

Black/Black British – African

Mixed – Other

Sexual orientation:

Heterosexual

Lesbian

Other

Gay

Bisexual

Prefer not to say

(continued)

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 adverse 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. The effect of your impairment on everyday activities is considered as it would be without medication or aids. The only exception is eyesight which should be judged when an individual is wearing their usual lenses or spectacles.

I do consider myself to have a disability as defined by the Equality Act 2010

I do not consider myself to have a disability as defined by the Equality Act 2010

Prefer not to say

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed: _____

Date: _____