



# CHATHAM & CLARENDON GRAMMAR SCHOOL

## Application Form - Support Staff

### Confidential

Please complete using black ink or type.

Position Applied For:

Reference Number:

Closing Date:

Title and Last Name / Family Name:

First Name:

Previous Last Name:

Date of Birth:

Where did you see this post advertised?

Our staff play a vital role in providing excellent guidance and support to our students. To help achieve this we will train you to do your job and encourage you to look for every opportunity to use your skills and abilities. This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please carefully read the job description before completing this form. Please ensure that you complete ALL sections, including the Equalities Monitoring form (pages 7 & 8). Your application will be treated in the strictest confidence.

### Some Guidelines To Help You

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process.

Please carefully read the job description before completing this form.

Please ensure that you complete ALL sections. Your application will be treated in the strictest confidence.

### General Information About You

**Home Address:**

**Address for communications** (if different):

**Telephone  
No. (Home):**

**Alternative  
Telephone  
No.:**

**May we contact you here?**

Yes ☐ No ☐

**May we contact you here?**

Yes ☐ No ☐

**Email:**

**Do you have a current UK driving license?** (if applicable) Yes ☐ No ☐

**Do you have any current endorsements?** Yes ☐ No ☐

**If yes, please give brief details**

**If you are successful, when could you start this job?**

**Are you related to any staff member or a member of the School Governing Body?**

Yes ☐ No ☐

**If yes please provide details:**

**Are you aware of any matter, which might call into question your integrity as an employee or bring you or the school into disrepute.**

Yes ☐ No ☐

**If yes please provide details:**

## Employment

Present or most recent employment details.

Name and address of Employer:

Job Title:

Salary:

Date Started:

Date of Leaving  
(if applicable):

Reason for Leaving:

Main duties and responsibilities: Please use a separate page if necessary.

Qualifications Achieved from Secondary, Higher and/or Further Education.

| School/College/University<br>attended | Qualifications<br>Please enter your highest qualification<br>first<br>(include GCSE/O levels, A levels or<br>equivalent, NVQ's, work based courses and<br>any further education) | Grade & Year taken<br>(if any) |
|---------------------------------------|--|--------------------------------|
|                                       |  |                                |

## Previous Employment

You must explain any gaps in your job history. Please use a separate page if necessary.

**Please give details of all employment.**

| Name and full address of Employer | Dates | Job Held |
|-----------------------------------|-------|----------|
|                                   |       |          |

## Membership of Professional Organisations and Institutions

| Name | Date achieved | Membership status | By examination (Yes/No) |
|------|---------------|-------------------|-------------------------|
|      |               |                   |                         |

**Other Skills and Interests – including languages (spoken/written), computers, etc.**  
**(Please include details of any public duties, community or voluntary work experience)**

## Work Permit

Do you need a work permit to be employed in the UK?

Yes ☐ No ☐

Can you provide evidence that you are legally allowed to work in the UK?

Yes ☐ No ☐

Are you able to provide the original of one of the following: a British Passport, a UK residence Permit or an equivalent legal document that shows that you are entitled to work in the UK?  
(This will be needed later in the recruitment process).

Yes ☐ No ☐

## National Insurance Number

/

**If appointed, you will be required to produce documentary evidence of your National Insurance number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.**

## Referees

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

|   |   |
|---|---|
| <b>Name:</b> <input type="text"/>       | <b>Name:</b> <input type="text"/>       |
| <b>Address:</b> <input type="text"/>    | <b>Address:</b> <input type="text"/>    |
| <b>Postcode:</b> <input type="text"/>   | <b>Postcode:</b> <input type="text"/>   |
| <b>Telephone:</b> <input type="text"/>  | <b>Telephone:</b> <input type="text"/>  |
| <b>Email:</b> <input type="text"/>      | <b>Email:</b> <input type="text"/>      |
| <b>Occupation:</b> <input type="text"/> | <b>Occupation:</b> <input type="text"/> |

## Criminal Offences

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and associated subsequent Exception Orders (refer to job documentation), you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure & Barring Service (DRB) to the School's satisfaction. We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Criminal Records Bureau. For all other posts, only unspent cautions or convictions need to be disclosed.

**Have you ever been cautioned, convicted or received a Police Reprimand or Warning?** Yes ☐ No ☐

**If yes, please give brief details**

## Reason for Application

Using the job description as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

**Signature**

**Date**

If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made.

We reserve the right to verify the information supplied on this form.

## Protecting your personal information

The School retains on file information (including health and equalities data) from this form and any attached documents. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with the data protection legislation.

## Equal Opportunities Monitoring

This section of the form is CONFIDENTIAL and will be detached from your application prior to interview.

Chatham & Clarendon Grammar School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

### Disability Statement

Chatham & Clarendon Grammar School aims to be a fair employer and is committed to equal opportunity for disabled people. Applications from disabled people are welcome. If you are offered an interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.

#### Please answer the following questions:

1. Do you consider yourself to be disabled?

Yes ☐ No ☐

If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?

Yes ☐ No ☐

The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse affect on an individual's ability to carry out normal day-to-day activities.'

2. Is there anything you would particularly like to tell us about your disability?

3. Do you wish us to try to arrange for any of the following to be available, if you are called for interview? Please tick.

- ☐ Induction loop or other hearing enhancement
- ☐ Sign language interpreter (please state type)
- ☐ Keyboard for written tests
- ☐ Someone with you at the interview (e.g. advocate or facilitator)
- ☐ Assistance in and out of vehicle
- ☐ Accessible car parking
- ☐ Wheelchair access
- ☐ Accessible toilet

Other assistance (please specify)

**Ethnic Group (These are approved by the commission for Racial Equality)**

**White**

British ☐ Irish ☐ Any other White background\*

**Mixed**

White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐

Any other Mixed background\*

**Black or Black British**

Caribbean ☐ African ☐ Any other Black background\*

**Asian or Asian British**

Indian ☐ Pakistani ☐ Bangladeshi ☐

Any other Asian background\*

**Chinese**

Chinese ☐ Other Ethnic Group\*

\* Please specify

**Gender**

Male ☐ Female ☐

**Date of Birth**

If you wish you may disclose information about yourself in this section about your:

Religion / Beliefs

Sexual Orientation

The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities for your interview. Thank you for providing this information.

We reserve the right to verify the information supplied on this form.