



# Application Form

<b>Position applying for:</b>	
<b>Title:</b>	Dr/Mr/Mrs/Ms/Miss
<b>Full Name:</b>	
<b>Home Address:</b>	
<b>Home Telephone No:</b>	
<b>Work/Mobile Telephone No:</b>	
<b>Email address:</b>	
<b>National Insurance No:</b>	
<b>Do you hold a current full Driving Licence?</b>	
<b>Have you your own transport?</b>	
<b>Do you contribute to a Superannuation scheme? If yes, please give details.</b>	
<b>How/where did you hear about this vacancy?</b>	
<b>Do you have the Right to Work in the UK?</b>	



# Chelmsford County High School for Girls

Broomfield Road  
Chelmsford  
Essex CM1 1RW  
Tel: 01245 352592

## PRESENT EMPLOYMENT

<b>Title of job:</b>	
<b>Name and address of employer:</b>	
<b>Telephone No:</b>	
<b>Date of Appointment:</b>	
<b>Full or Part-time:</b>	
<b>Gross Annual Salary:</b>	
<b>Period of Notice:</b>	
<b>Description of duties:</b>	

## PREVIOUS EMPLOYMENT (in chronological order)

Employer:	Post held:	From:		To:	
		M	Y	M	Y



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## HIGHER EDUCATION AND POST-GRADUATE QUALIFICATIONS (in chronological order)

Place of Study (University, College, Polytechnic etc.)	Dates From/To	F/T or P/T	Main Subjects	Subsidiary Subjects	Qualifications: Degrees, Cert., Diplomas etc. & grade

## SECONDARY EDUCATION AND EXAMINATION RESULTS

Name of school(s) and addresses	Period of attendance	Qualification/subject obtained	Grade	Date

## PROFESSIONAL DEVELOPMENT UNDERTAKEN WITHIN THE LAST 5 YEARS

Course Details	Dates	Course Details	Dates

Please continue on a separate sheet, if necessary.



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### **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.

### **INTERESTS AND HOBBIES**



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## REFERENCES

Please provide the details of two referees below, one of which must be your current/most recent employer and references must be from different organisations. **References will not be accepted from relatives or from people writing solely in the capacity of friends.**

	Referee 1
Name and address:	
Position/relationship:	
Telephone number:	
Fax number:	
Email address:	
I consent to the release of a relevant reference from the above-named employer to CCHS	Signature: _____ Date: _____
I consent to CCHS contacting this referee prior to interview	YES / NO

	Referee 2
Name and address:	
Position/relationship:	
Telephone number:	
Fax number:	
Email address:	
I consent to the release of a relevant reference from the above-named employer to CCHS	Signature: _____ Date: _____
I consent to CCHS contacting this referee prior to interview	YES / NO



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### NOTES:

- (i) **Referees will be contacted before interviews, unless specified otherwise**
- (ii) If either of your referees know you by another name please give details:
- (iii) We may approach previous employers for information to verify particular experience or qualifications.

### CLOSE PERSONAL RELATIONSHIPS

Are you a relative or partner of, or do you have a close personal relationship with, any employee or Governor of the Chelmsford County High School. If 'yes', please state the name(s) of the person(s) and relationship (See notes below).

Yes/No	If 'Yes', state relationship:
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### NOTE:

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

### LETTER OF APPLICATION

You are requested to write, on a separate enclosure, a letter of application to the Headteacher, Mr Lawlor, setting out specifically how your personal and professional background, values, skills, qualifications and experience equip you for this post.

Should you have any questions relating to this position, please contact Mrs Rae Dale, HR Manager by email: [rdale@cchs.co.uk](mailto:rdale@cchs.co.uk).

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



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### DECLARATION

I certify, to the best of my belief, the information I have entered is true, and I understand that any false information or failure to disclose criminal convictions, in the event of employment, could result in dismissal or disciplinary action by the Headteacher, and lead to dismissal.

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.

I understand that online and social media checks will be carried out to assess my suitability for the role and that, if shortlisted, there will be an opportunity at interview to respond to any information sourced online.

<b>Signature:</b>	<b>Date:</b>
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Thank you for applying for this post. Your interest in working with us is very much appreciated.



## RECRUITMENT MONITORING INFORMATION

The School is committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Information is provided to the Government for monitoring purposes. Completion of this section will help us and the Government fulfil our general duty under the Equality Act 2010 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post. The information will also enable the LA to fulfil its obligations under Best Value. The information provided will be used for monitoring and statistical purposes and this section will be detached from your application form prior to shortlisting. Completion of this form at point of application is not mandatory, however with reference to the disability section, would be useful in terms of accessibility requirements that may be required for interview if shortlisted. If successfully appointed, this form is mandatory in line with the above requirements.

**Ethnic origin:** (The categories below are in line with the 2021 census)

I would describe my ethnic origin as:

**1. White**

- British, English, Welsh, Scottish or Northern Irish
- Irish
- Gypsy or Irish Traveller
- Roma
- Any other White background
- Please specify.....

**2. Black or Black British**

- African
- Caribbean
- Any other Black, Black British or Caribbean background
- Please specify.....

**3. Mixed**

- White and Asian
- White and Black African
- White and Black Caribbean
- Any other Mixed or Multiple Ethnic background
- Please specify.....

**4. Asian or Asian British**

- Bangladeshi
- Chinese
- Indian
- Pakistani
- Any other Asian background
- Please specify.....

**5. Other ethnic group**

- Arab
- Any other ethnic group
- Please specify.....

**Gender:**

Male  Female





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**Continued overleaf.**

### **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