

Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT



Support Staff Application Form

This Application Form should be accompanied by a letter of application (and Curriculum Vitae is available) giving any further details of experience which may be relevant to this job.

General Information

Applicant for the post of:

Surname:

Forename(s):

Title:

Previous Surname(s):

Address:

Telephone Numbers:

Home:

Mobile:

Postcode:

Work:

Email Address:

May we contact you at work?

Name:

Employment History

Present or most Recent Employment:

Name & Address of Employer:

Job Title and Summary of Main Duties:

Are you still currently employed by this organisation?

Nature of Business:

Current salary:

Date of Appointment:

Notice required:

Reasons for Leaving:

Position Applied for:

Previous Employment

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.

Employer's Name & Address	From Month/Year	To Month/Year	Job Title and Summary of Main Duties	Reasons for Leaving

Please describe the reasons and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.

Qualifications and Training

Educational and Academic Qualifications (Secondary, Further/Higher or Work Based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies relevant to the application. (Please continue on a separate sheet if necessary.) Evidence of qualifications may be necessary.

School, College, University	Examination, Course (with dates)	From / To	Results/Qualifications Gained

In-service Training

Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Duration	Dates

References

Give details of two people who have knowledge of you in a working/educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student, give appropriate school or college referees. It is the normal practice for references to be obtained before any formal interview.

If you were known to either of your referees by another name please give details:

Your first referee: Yes

Your second referee: Yes

If this is your current employer please confirm that we can contact them before interview Yes

Name:

Name:

Position:

Position:

Address:

Address:

Email:

Email:

Tel:

Tel:

Fax:

Fax:

In what capacity does the above know you?

In what capacity does the above know you?

Additional Information

To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK? Yes

Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers which would cause a breach of these regulations? Yes
If so, please give details on a separate sheet.

Do you hold a full current driving licence? Yes

Are you a relative or partner of any Governor or employee of the Royal Grammar School? Yes

If **YES** please state name of person and relationship:

If you have a disability, please let us know of any special arrangements you may need to make if you are short listed for interview.

How many working days have you lost due to sickness over the past twelve months?

Where did you see the advertisement for this post? If seen on the Internet, on which site?

Criminal Convictions – Rehabilitation of Offenders Act 1974

The Governing Body of the Royal Grammar School aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As the Governing Body of the Royal Grammar School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that you are required to declare any convictions, cautions, reprimands which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you. Failure to disclose this information may result in disciplinary action or dismissal by the Authority and may lead to criminal proceedings.

I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.

Please tick as appropriate:

I **do not** have any criminal offences held against me

I **do** have criminal offences or prosecutions pending against me

If you do have criminal offences held against you, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending should you be selected for interview. Please ensure that you bring these with you to your interview, if you are shortlisted.

Signed:

Date:

The Governing Body of the Royal Grammar School abides by the Criminal Records Bureau Code of Practice; a copy is available on request or visit www.crb.gov.uk. A copy of the Policy for the recruitment of ex-offenders is available from the Organisational Development and Human Resources service.

Declaration

I agree that any offer of employment with the Royal Grammar School is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical and Police clearance (where appropriate).

In accordance with the 1998 Data Protection Act, it is agreed that the Governing Body of the Royal Grammar School may hold and use personal information about me for personnel reasons and to enable the school to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Governing Body of the Royal Grammar School.

Signed:

Date:

Please return your application to:
The Headmaster
Royal Grammar School
Amersham Road
High Wycombe
HP13 6QT

Thank you for your interest in the Royal Grammar School. If you have not been contacted within 3 weeks of the closing date, please assume that your application has, on this occasion, been unsuccessful.

Recruitment Monitoring

The Governing Body of the Royal Grammar School operates a Diversity Policy and is committed to appointing the best candidate on their basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

Full Name:

Gender (please tick the appropriate box)

Female
 Male

Religion

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

Buddhist
 Christian
 Hindu
 Muslim
 Sikh
 No religion
 Other

How would you describe yourself?

These categories of ethnic monitoring are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise, however, that the specified categories may not be appropriate for everyone. If this is the case, please use the last box and define.

Please tick the appropriate box to indicate your cultural background:

White

British
 Irish
 Other*

Mixed

White and Black Caribbean
 White and Black African
 White and Asian
 Other*

Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Asian Other*

Black or Black British

Caribbean
 African
 Black Other*

Chinese or Other Ethnic

Chinese
 Chinese Other*

Other Ethnic Group