



# Clitheroe Royal Grammar School

Founded in 1554

Telephone: Clitheroe (01200) 423118  
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York Street  
Clitheroe  
Lancs  
BB7 2DJ

Headteacher: Mr J M Keulemans BSc (Hons) NPQH

Chairman of Governors: Dr A D Clayton BSc PhD CEng MChemE

**Please use ink suitable for photocopying**

Clitheroe Royal Grammar School, as an equal opportunity employer, intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, sexual orientation, faith, age or disability nor be disadvantaged by any other condition which cannot be shown to be justifiable.

Application for the Post of \_\_\_\_\_

## 1. Name and Contact Details

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Title \_\_\_\_\_ National Insurance No. \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_ Telephone No (Home) \_\_\_\_\_

Mobile \_\_\_\_\_ Telephone No (Work) \_\_\_\_\_

E-mail address \_\_\_\_\_

## 2. Present Post

Current Job Title \_\_\_\_\_

Name and address of present employer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date appointed \_\_\_\_\_ Salary \_\_\_\_\_

## 3. Brief details of degrees/other professional qualifications (with dates awarded)


4. Previous Employment				
Employer	From	To	Post Details	Reason for Leaving

5. General Education (Details of secondary schools attended)			
Schools	From	To	Qualifications Obtained (including grades and dates)

6. Further and Professional Education			
Colleges/Universities	From	To	Qualifications Obtained (including grades and dates)

7. Current course of study (if any) and anticipated date of completion
Membership of professional bodies

<b>8. Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training etc.)</b>

<b>9. Additional Details</b>
<b>Please return your completed application form together with a covering letter supporting your application which includes details of your experience, skills and knowledge relevant to this post. (You may also include a CV if applicable.)</b>

<b>10. Criminal Record</b>
Has there ever been a suggestion that you are unsuitable to work with children? <input type="checkbox"/> Yes <input type="checkbox"/> No (Tick as appropriate)
Have you ever been convicted of any criminal offence? <input type="checkbox"/> Yes <input type="checkbox"/> No (Tick as appropriate)
If 'Yes', please specify date of conviction, court, nature of offence and sentence imposed. .....

The work for which you are applying will have regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any convictions, cautions, bind-overs or prosecutions pending you may have, even if they would otherwise be regarded as 'spent' under this Act. These details should be enclosed in a separate, sealed envelope marked 'confidential' – for the attention of the Bursar and should be returned with your application form. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. Clitheroe Royal Grammar School is entitled, under arrangements introduced for the protection of children, to check with the Disclosure and Barring Service for the existence and content of any criminal record of the successful applicant prior to the confirmation of appointment. Therefore, successful applicants will be required to complete a disclosure form to enable a check to be undertaken. Failure to consent to this could prevent the application being considered further. This check involves details being obtained of convictions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974, cautions held at national level and may also include non-conviction information. You will receive the results of the check from the Disclosure and Barring Service. Information received from the Disclosure and Barring Service will be kept in strict confidence and will be destroyed in accordance with guidelines laid down by the Disclosure and Barring Service. The disclosure of a criminal record will not debar you from appointment unless the governors consider that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any factors which may be relevant. Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in dismissal or disciplinary action if the discrepancy comes to light. Under the Criminal Justice and Court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a 'regulated position' such as the post you are applying for. If you would like to discuss the effect on your application of any conviction you might have, you may telephone the Bursar, in confidence, for advice.

**11. Disclosure, Barring and Recruitment Checks**

Clitheroe Royal Grammar School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Clitheroe Royal Grammar School will always apply for a more up to date DBS certificate regardless if you have one from a previous/current employer.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Applicants who have been shortlisted for interview will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

**12. Online Checks**

As part of our due diligence within Keeping Children Safe in Education 2024, an online search of shortlisted candidates only will be conducted prior to interview. The search is not part of the shortlisting process and you will have the opportunity to address any issues of concern that arise during the search at interview.

**13. Disability**

A disability is a physical or mental impairment that has a substantial and adverse long-term effect on an individual's ability to carry out normal day-to-day activities. This can also include people with a past disability or people with a severe disfigurement. If a disability or health problem prevents you from carrying out some aspects of a post, you are not excluded from applying, as it may be possible to adjust some of the duties. Clitheroe Royal Grammar School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment and would like adjustments or arrangements to be made to assist you in the recruitment process, please state the arrangements you require:

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**14. State whether you are related to any member of staff or to any governors of this school. (If 'yes' give details).**

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**15. Do you hold a current driving licence?**                       Yes     No    (Tick as appropriate)

**16. Period of notice required to terminate current employment:**

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<b>17. Referees - Please give details of two persons who are able to comment on your suitability for this post. One should normally be your present employer or last employer, if unemployed. If you are a student one referee should be your tutor.</b>	
Name	Name
Occupation/Relationship	Occupation/Relationship
Address	Address
Tel No:	Tel No:
Fax No:	Fax No:
E-mail address:	E-mail address:
<b>N.B. If you indicate that you do not wish your employer to be contacted prior to interview, then you may be contacted to reconsider this position. If you are the successful applicant and your referee is not contacted, this will delay confirmation of any offer of appointment as it is against school policy to confirm an appointment without satisfactory references being received.</b>	

<b>18. Declaration</b>
<p>By submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.</p> <p>I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.</p> <p>Signed: ..... Date: .....</p>

Appointment to the post will be subject to a satisfactory health record. A medical examination may be required by the Clitheroe Royal Grammar School.

Where this form is submitted electronically and without signature you will be required to sign your application form at the interview stage of the recruitment process

**When completed, this form should be returned with the Recruitment Monitoring Form either by email to [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk) or by post to:**

The Bursar  
 Clitheroe Royal Grammar School  
 York Street  
 Clitheroe  
 Lancs.  
 BB7 2DJ

If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after six months, unless you request for your details to be retained for future reference.