



# Notes for Applicants

Thank you for your interest in Clacton County High School. Please read through these guidance notes BEFORE completing the following application form.

- All the information requested on the form is necessary to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools - Please ensure you complete all the sections.
- Please do NOT include a CV or write 'see CV' in any of the sections of the form
- No covering letter or other material need accompany this form, but please write a letter of application in the space provided in the form. Testimonials should not be enclosed.
- You must provide an explanation for any gaps in chronological dates relating to education and employment history, in the relevant space provided in the form.
- All information given will be treated as confidential.
- The Declaration at the end of the form must be signed and dated.
- Once completed, please return your application form by either post addressed to the HR Manager, Clacton County High School, Walton Road, Clacton on Sea, Essex CO15 6DZ, or by email to [vacancies@countyhigh.org.uk](mailto:vacancies@countyhigh.org.uk)
- The closing date must be strictly adhered to

Clacton County high School is committed to being an Equal Opportunities Employer and welcomes applications from people with disabilities. If you require additional help with our recruitment process, please call the HR Manager

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment Because the post you are applying for may provide an opportunity for access to children or young persons, the successful applicant will be required to complete a Disclosure and Barring Service (DBS) Check.