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| **logo-westheath.gifSTAFF APPLICATION FORM**  Please complete this form in typescript or black ink and return to: The HR Department, West Heath School, Ashgrove Road, Sevenoaks, TN13 1SR or email to [whs.hrdepartment@westheathschool.com](mailto:whs.hrdepartment@westheathschool.com)  **Please note we only accept fully completed application forms and reserve the right to reject applications which are not fully completed.** |
| **Post Applied For**   |  | | --- | |  | |

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| **Is the position** (Tick all that apply) **Full time**  **Part time**  **Term time  Bank** |

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| **Title (Mr/Mrs/Miss/Ms/Dr)**   |  | | --- | |  | | **Surname**   |  | | --- | |  | |
| **Forename(s)**   |  | | --- | |  | | |
| **Nationality**   |  | | --- | |  | | |
| **Home Address inc. postcode**   |  | | --- | |  | | **Contact Address (if different) inc. postcode**   |  | | --- | |  | |
| **Best Contact Telephone**   |  | | --- | |  | | **Email**   |  | | --- | |  | |

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| **Eligibility to work in the UK**  Do you require a permit to work in the UK **No**  **Yes**    **If Yes:** Do you hold a current work permit? **No**  **Yes**  **Please state:** Type of work permit: Date of expiry:   |  | | --- | |  |  |  | | --- | |  | |

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| **Do you hold a current full driving licence? \* No**   **Yes**  **Do you have access to a vehicle?\* No**  **Yes** |

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| **Note: An overflow page has been added to the end of this document should you require it.** | | | | |
| **Secondary Qualifications** *e.g. GCSE, NVQ, A Levels, HNC, HND etc.*  *You will be required to provide your original certificates or evidence of the qualification stated* | | | | |
| **Qualification Title** | **Level of Qualification** | **Grade** | **Date Obtained** | **Where Obtained** |
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| **Further Qualifications** *E.g. Degree and post graduate qualifications (including teaching).*  *You will be required to provide your original certificates or evidence of the qualification stated* | | | | |
| **Qualification Title** | **Qualification Level** | **Grade** | **Date Obtained** | **College/ University** |
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| **Relevant Short Courses/Staff Development**  *Undertaken in last 3 years* | | |
| **Course Title** | **Supplier** | **Date Obtained** |
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| **Professional Body Membership**  *(Where applicable)* | | | |
| **Entry Date** | **Body** | **Membership Grade** | **Expiry Date** |
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| **Teaching**  *(information required for Teaching and Associate teaching roles only)* |
| **Additional information e.g. Teaching Reference number,** |
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| **Do you hold UK Qualified Teacher Status? No**   **Yes**  **If yes, please state level:**  **Are you registered with the General Teaching Council? No**   **Yes**  **Do you contribute to the Teachers Superannuation Scheme (TPA) No**   **Yes** |

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| **Career History**  *In date order, most recent first, please show any gaps in employment. Please provide* ***all*** *employment or activities since leaving secondary education. Failure to provide this may result in your application form being rejected.* | | | |
| **Employment Dates**  **Dates to and from : (MM/YY)** | **Organisation/Address**  **Nature of Business** | **Job Title- full or part time**  **Summary of key duties** | **Reason for leaving**  **Salary of current/ most recent post** |
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| **Supporting Statement** |
| *Once you have read the job description and person specification think carefully about your application and the extent to which you have the skills, knowledge and experience the post needs. All your past experience such as caring for children or voluntary work can be relevant, so if appropriate include details on your application. Use this section to support your application* ***to a maximum of one A4 side****.* |
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| **Details of Referees**  One referee must be your current or most recent employer and must include your most recent educational post, if relevant | |
| |  | | --- | | **Current or most recent employer** |   **Name**   |  | | --- | |  |   **Position**   |  | | --- | |  |   **Company**   |  | | --- | |  |   **Address**   |  | | --- | |  |   **Postcode**   |  | | --- | |  |   **Telephone No.**   |  | | --- | |  |   **Mobile No. (if available)**   |  | | --- | |  |   **Email**   |  | | --- | |  | | |  | | --- | | **Please state how you know this person:** | |  |   **Name**   |  | | --- | |  |   **Position**   |  | | --- | |  |   **Company**   |  | | --- | |  |   **Address**   |  | | --- | |  |   **Postcode**   |  | | --- | |  |   **Telephone No.**   |  | | --- | |  |   **Mobile No. (if available)**   |  | | --- | |  |   **Email**   |  | | --- | |  | |

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| **May we obtain a reference prior to interview?** | **May we obtain a reference prior to interview?** |
| **Yes**   **No** | **Yes**   **No** |

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| **How much notice is required by your present employer?**   |  | | --- | |  | |

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| **Disclosure and Barring (DBS) statement and Recruitment of Ex-Offenders** |
| The School uses the Disclosure and Barring (DBS) checking service to assess an applicant’s suitability for positions of trust. The School fully complies with the DBS ‘Code of Practice’ and undertakes to treat all applicants fairly. All roles at the School require an enhanced DBS check. Our Recruitment of Ex-Offenders policy can be found on the school website.  *All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found* [*here*](https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2020/11/Filterin-flowchart-twitter.png)*. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, your self-disclosure information provided to the HR Department within the self-disclosure form (which will only be sent after successful shortlisting) will be checked against the Disclosure and Barring Service before your appointment is confirmed with the school. If you are unsure if you need to disclose criminal information you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.*  *Nacro -* [*https://www.nacro.org.uk/criminal-record-support-service/*](https://www.nacro.org.uk/criminal-record-support-service/) *or email* [*helpline@nacro.org.uk*](mailto:helpline@nacro.org.uk) *or phone 0300 123 1999*  *Unlock –* [*http://hub.unlock.org.uk/contact/*](http://hub.unlock.org.uk/contact/) *phone 01634 247350 text 07824 113848*  All staff involved in the recruitment process have been trained in the relevant legislation and the code of practice.  All employment offers are subject to a satisfactory DBS check (the School will determine suitability for employment based on a risk assessment). If an unsatisfactory DBS is supplied the School reserves the right to withdraw a conditional employment offer. The matter will be discussed with the applicant.  The School reserves the right to require staff to undertake a periodic DBS and suitability declaration re-check. Continued employment will be dependent upon the results of such re-checks. |

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| **Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process**   |  | | --- | |  | |

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| **If you are related/associated to any staff member(s) or Trustee(s) of West Heath School, please provide details**   |  | | --- | |  | |

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| **Declaration** |
| * I confirm that the information given in this application for employment including any supporting documents is correct and complete. I understand that false or misleading information will nullify my application and or any subsequent contract of employment. * I understand that the information provided may be entered onto a computer for monitoring purposes and under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner. * I confirm that I am currently eligible to work within the UK without restriction * I agree that if my application is successful an enhanced DBS check for criminal convictions/actions will be made in conjunctions with seeking references, medical clearance and confirmation of my stated qualifications. |
| **Signature Date**   |  |  |  | | --- | --- | --- | |  |  |  |   This form can be submitted electronically to **whs.hrdepartment@westheathschool.com** |

**West Heath School**

**Recruitment Employee Equality & Diversity Form**

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| **CONFIDENTIAL** |

West Heath School strives to meet the aims and commitments set out in its Equality policy. This includes building an accurate picture of the make-up of potential workforce candidates.

This form will be held by the school in confidence within the GDPR regulations and will not be issued to any shortlisting panel as part of the recruitment policy. The information gathered will be used to ascertain if our adverts are appealing to a wide-ranging community.

Completing this form is voluntary and not completing it will not affect your application.

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| **Name** | |
| **Job Applied For** |  |

**What is your gender:**

If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

Man  Woman  Intersex  Non-Binary  Prefer not to say

If you prefer to use your own term, please specify here

Do you live and work in a gender different than that assigned at birth?  Yes  No

**Age:**

16-24  25-29  30-34  35-39  40-44  45-49

50-54  55-59  60-64  65+  Prefer not to say

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Prefer not to say

If you prefer to use your own term, please specify here

**Are you married or in a civil partnership?**

Yes  No  Widowed  Prefer not to say

**What is you Religion or Believe:**

Buddhist  Christian  Hindu  Jewish  Muslim  Sikh

No religion or belief  Prefer not to say

If other religion or belief, please write in:

**Do you have caring responsibilities? Please tick all that apply**

None

Parent or primary carer of a child/children (under 18)

Parent or primary carer of disabled child/children

Parent or primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

**Do you consider yourself to have a disability or health condition?**

☐ Yes- I am registered disabled ☐ Yes- I am not registered disabled

☐ No ☐ Prefer not to say

If ‘Yes’, please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark ‘other’.

☐ Physical Impairment ☐ Learning Disability / Difficulty

☐ Sensory Impairment ☐ Long-standing Illness

☐ Mental Health Condition ☐ Other

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**Ethnicity:**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

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| **White**  White – British (to include Northern Ireland, Scotland & Wales)  White – Irish  White - European  Other White | **Asian**  Asian or Asian British – Indian  Asian or Asian British – Pakistani  Asian or Asian British – Bangladeshi  Chinese  Other Asian |
| **Black**  Black or Black British – Caribbean  Black or Black British – African  Other Black | **Mixed**  Mixed – White & Black Caribbean  Mixed – White & Black African  Mixed – White & Asian  Other Mixed |
| **Other/unknown**  Ethnic identity not known  Do not wish to disclose |  |

If you have selected ‘Other’ please state which group you consider yourself to belong to: