

WEST HEATH SCHOOL APPLICATION FORM



APPLICATION FORM

**Please hand write in CAPITALS and complete all sections.
Before commencing, please check that you can abide by the
Declaration at the end of the form**

Full name:	
Position applied for:	
Where did you see this post advertised?	

Please return the completed and signed form to:

**Mrs Lynne McGrath, HR Officer
West Heath School, Ashgrove Road, Sevenoaks, Kent TN13 1SR**

For enquiries:

Tel: 01732 460 553

Email: lynne.mcgrath@westheathschool.com

West Heath School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

WEST HEATH SCHOOL APPLICATION FORM

Section 1 – Personal Details	
Title: Dr/Mr/Mrs/Miss/Ms	Surname:
Forename(s):	
Preferred name:	Former names:
Address including Postcode:	
Telephone (Home):	
Telephone (Mobile):	
Telephone (Work):	
Email address:	
National Insurance Number:	
Do you have Qualified Teacher status?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher's R P Number (if applicable):	
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of West Heath School?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	
Have you applied or been interviewed for a post at West Heath School in the past?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	

WEST HEATH SCHOOL APPLICATION FORM

Section 2 – Education

Please start with the most recent

Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body

Section 3 – Other Vocational Qualifications, Skills or Training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

--

WEST HEATH SCHOOL APPLICATION FORM

Section 4 – Current/Most Recent Employment	
Employer name:	
Employer address including Postcode:	
Job title:	
Brief description of responsibilities:	
Date employment started:	Date employment ended (if applicable):
Current salary / salary on leaving:	
Do you/did you receive any employee benefits? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details:	
Reason for seeking other employment:	

Section 5 - Previous Employment and/or Activities since leaving secondary education			
Please provide explanations for any gaps in your employment history and continue on a separate sheet if necessary			
Start and End Dates (mm/yr)	Name and address of employer	Position held and/or duties	Reason for leaving

WEST HEATH SCHOOL APPLICATION FORM

Section 6 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 7 – Interests

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity

WEST HEATH SCHOOL APPLICATION FORM

Section 8 – Health

The School is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (“the Act”). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.

Do you consider yourself to be disabled?

Yes

No

If you wish please give further details here:

Are there any special arrangements you might require to attend an interview?

Yes

No

If yes, please give details here:

If offered the position applied for, (on the basis of the Job Description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role?

If yes, please give details here:

Yes

No

In accordance with the guidance published by the DfES any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the School’s medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School’s medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

WEST HEATH SCHOOL APPLICATION FORM

Section 9 – Criminal Records

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the DBS. If you are successful in your application you will be required to complete a Disclosure & Barring Services disclosure application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure & Barring services (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure (a copy of which is available from the School on request).

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form.

Section 10 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview.

Referee 1	Contact name:		
Occupation:			
Organisation name:			
Address, including Postcode:			
Email address:			
Tel No:		May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Referee 2	Contact name:		
Occupation:			
Organisation name:			
Address, including Postcode:			
Email address:			
Tel No:		May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	

WEST HEATH SCHOOL APPLICATION FORM

Section 11 – Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment Policy is available from the School on request.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes No

Section 12 – Declaration

- I confirm that I am currently eligible for employment in the UK
- I confirm that I am not on Children's barred List (List 99 Check), disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature

Date