



STAFF APPLICATION FORM

Guidance Notes

Thank you for your interest in joining the team at West Heath School. To ensure the best chance for your application being shortlisted, please ensure that you have completed this form in full and that any gaps in employment are noted and explained. We reserve the right to reject applications that are not fully completed.

Please email your completed application to: **whs.hr-team @westheathschool.com**

Post Applied For	
Where did you see this vacancy advertised?	

Section 1: Personal Details

Title Dr/Mr/Mrs/Miss/Ms		Home Address
Forename(s)		
Surname		
Pronouns: He/him, she/her, they/them		
Preferred Name		Postcode:
Former Names Used		
Dates Used		
Contact Number		
Email		
National Insurance Number		

Eligibility to work in the UK

Nationality	
Do you require a permit to work in the UK (Yes/No)?	
If Yes: Do you hold a current work permit (Yes/No)?	
Please state: Type of work permit and expiry date:	

Please note that the school is unable to support sponsorship to work in the UK. If you do not already hold right to work status, unfortunately we will not be able to progress with your application.

Driving

Do you hold a current full driving licence (Yes/No)?	
Do you have access to a vehicle (Yes/No)?	

Section 2: Education

Details all education institutions attended from secondary education onwards starting with the most recent

Educational Establishment Name/Town	Attended		Qualification Title & Level	Grade	Date Obtained
	From MM/YY	To MM/YY			

Teaching Staff only

Teaching Reference number (if applicable)			
Do you hold UK Qualified Teacher Status (Yes/No)?			
If yes, please state level			
Professional Body Membership <i>(Where applicable)</i>			
Entry Date	Body	Membership Grade	Expiry Date

Section 3: Other Vocational Qualifications, Skills or Training

Please provide details of the above that you have undertaken in the last 3 years which you consider to be relevant to the role for which you have applied

Course Title	Supplier	Date Obtained

Section 4: Employment

Current/Most Recent Employer Name			
Address			
Current/Most Recent Job Title:			
Start Date		End Date	
Reason for seeking other employment			
Please state when you would be able available to take up employment, if offered			

Previous Employment and/or Activities since leaving secondary education.

Please continue on a separate sheet if necessary

Employment Dates		Organisation/Address	Job Title- full or part time Brief summary of key duties	Reason for leaving
Start (MM/YY)	End (MM/YY)			

Section 5: Supporting Statement

*Please tell us how you meet the requirements of this job as set out in the Person Specification. All your past experience such as caring for children or voluntary work can be relevant, so if appropriate include details on your application. **Maximum of one A4 side.***

Section 6: References

Where possible, please include your **2 most recent employers** and in the case of an educational position, must include your most recent educational post.

Current Employment reference

Name	
Position	
Company	
Address inc. Postcode	
Telephone No.	
Email	
May we obtain a reference prior to interview (Yes/No)?	

Previous Employment reference

Name	
Position	
Company	
Address inc. Postcode	
Telephone No.	
Email	
May we obtain a reference prior to interview (Yes/No)?	

Section 7: Recruitment

West Heath is committed to treating all applicants equally and fairly based on their skills, experience and ability to fulfil the duties required. This is regardless of any protected characteristics (ethnicity, gender or gender re-assignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage or civil partnership). All new employees in the school are subject to a probation period.

We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.

If your application is successful, the School will retain this form, along with any attachment, on your personnel file. If your application is unsuccessful all documentation relating to your application will be kept in line with our data retention policy before it is confidentially destroyed.

Section 8: Criminal Records

The School uses the Disclosure and Barring checking service (DBS) 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 <https://www.nacro.org.uk/criminal-record-support-service/>. 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/> or phone 0300 123 1999
or email helpline@nacro.org.uk

Unlock – <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.

Section 9: Additional Information

Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process	
To avoid a conflict of interest during the recruitment process, if you are related/associated to any student, staff member or Trustee of West Heath School, please provide details	

Section 10: Declaration

- I confirm that the information given in this application, including any supporting documents, is correct and complete. I understand that false or misleading information will nullify my application or any subsequent contract of employment.
- I understand that the information provided may be held electronically 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 and confirmation of my stated qualifications.
- 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	
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Please email your completed application to: **whs.hr-team @westheathschool.com**