

**JOB APPLICATION FORM**

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| POST TITLE: |  |
| CLOSING DATE: |  |
| ADVERTISEMENT SEEN IN: |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: |  |
| Forename(s): |  |
| Surname: |  |
| Previous surname: |  |
| Preferred name: |  |
| Address: |  |
| Home telephone: |  |
| Business telephone*:*  *May we contact you at work?* | Yes/No |
| Mobile telephone: |  |
| E-mail address: |  |
| National Insurance No: |  |
| *Teaching staff only:*  TRN No.  Date of Birth (to allow DfE checks) |  |
| Have you previously applied for work at the school? If yes, please provide details: |  |
| Languages spoken (other than English): |  |
| Do you hold a current driving licence? If yes, please indicate type of licence |  |
| Details of any endorsements: |  |
| Do you have use of a car for business purposes? |  |

**EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

List all your formal educational and professional qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary Schools,**  **Colleges and Universities** | **From:** | **To:** | **Course(s)** | **Examination Result/Qualifications Gained** |
|  |  |  |  |  |

**TRAINING**

List details of all relevant training courses attended and indicate any awards earned

|  |  |  |
| --- | --- | --- |
| **Course subject and header** | **Length of course** | **Year** |
|  |  |  |

**SOFTWARE PACKAGE / EXPERIENCE**

Please indicate your experience below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Package/App** | **Basic ✓** | **Intermediate ✓** | **Advanced ✓** |
| Outlook |  |  |  |
| Word |  |  |  |
| Excel |  |  |  |
| PowerPoint |  |  |  |
| Publisher |  |  |  |
| Interactive Whiteboard Software |  |  |  |
| Any other packages used, please advise: |  |  |  |

**EMPLOYMENT HISTORY**

Please give details of previous jobs held including part time, self-employed and unpaid work, starting with your present/most recent employer and in each case the reason for leaving employment.

Chronologically all years MUST be accounted for. Please provide explanations for any periods not in employment, further education or training.

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| **Employer**  **(Name & Full Address)** | **Jobs held and main duties** | **From** | **To** | **Salary** | **Reason for leaving** |
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| **Notice required for current role:** |  |

**PERSONAL STATEMENT**

Please describe how you believe that you meet the requirements of this position as set out in the job description.

*Please continue on a separate sheet if necessary*

**NAL QUESTION**

**ADDITIONAL QUESTIONS**

All candidates for employment must state in writing whether they are related to or known to an existing Governor or employee of Westbrook Hay Prep School.

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| Please confirm if you know any existing Governors or employees of Westbrook Hay Prep School. If yes, please provide the following details: | | Yes / No |
| Surname: |  | |
| First Name: |  | |
| Relationship: |  | |

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| To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Are you eligible to work in the UK?  Yes / No  If No, please provide details: |
| Do you require a work permit to work in the UK? Yes / No |
| **Overseas Declaration**  Have you absent from the UK for period or 3 consecutive months or more, whether for work or pleasure, during the last 5 years? Yes / No  If you answered yes to this question do you have a certificate of Good Conduct from each of the countries visited during this time? Yes / No |

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| **The Disability Discrimination Act defines disability as:**  *“A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day to day activities.”* |
| Do you consider yourself to have a disability? Yes / No  If Yes, please state nature of disability: |
| If you are a person with a disability is there anything that we need to know in order to offer you a fair selection interview? e.g. wheelchair access, sign language interpreter, etc. |

**MEDICAL DECLARATION**

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| In accordance with DfES guidance any offer of employment will be conditional upon the School verifying the successful applicant’s medical fitness for the role. If your application is successful you will be required to complete a medical questionnaire, the responses to which will be assessed by the School nurse 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.  **I know of no reasons, on the gounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post for which I am applying.**  **Signed: Date:** |

**REFERENCES**

**UESTION**

Please provide details of **two** people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References will not be accepted from relatives or referees writing solely in the capacity of friends.

It is the normal practice for references to be obtained before any formal interview. Formal job offers will not be made until receipt of references. **Can references be taken up prior to interview with:**

Your first referee: **Yes/No** Your second referee: **Yes/No**

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| **Reference 1**  Name:  Address:  Tel. Number:  **Email\*:**  Occupation:  In what capacity do the above know you? | **Reference 2**  Name:  Address:  Tel. Number:  **Email\*:**  Occupation:  In what capacity do the above know you? |

**SELF DISCLOSURE**

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

**If you have had a current DBS (CRB) Enhanced check please give details below:**

|  |  |
| --- | --- |
| DBS Reference Number: |  |
| Complete disclosure date: |  |
| Check carried out by:  (Organisation/school) |  |

**IMPORTANT: If invited for an interview, please ensure you bring your DBS Enhanced Check certificate and proof of identity with you.**

**You will still be required to complete a new Fully Enhanced DBS Check upon receipt of a formal offer. Details will be included in the starter pack and must be completed and cleared prior to commencement of employment.**

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

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| --- | --- | --- |
| Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children? If yes, please provide further information: | | Yes / No |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? If yes, please provide further information: | | Yes / No |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013? If yes, please provide further information or enclose a confidential statement: | | Yes / No |
| Do you have any court action pending? If yes, please provide further information: | | Yes / No |
| **Confirmation of declaration** (tick box below) | | |
|  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention. | |
|  | In accordance with the school’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. | |
|  | I agree to inform the school within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. | |
|  | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the school to other persons or organisations in circumstances where this is considered necessary to safeguard children. | |

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| **SIGNED:** | **DATE:** |

**KEEPING CHILDREN SAFE IN EDUCAITON**

DfE's supplementary advice to their statutory guidance ' Keeping Children Safe in Education' requires schools to ensure that all staff who work in any aspect of early years provision and those who work in out of hours care relating to later years provision for children who have not attained the age of 8, as well as employees who are directly concerned in the management of such provision, are not "disqualified" from working with children.

We feel it is important to ensure  staff and volunteers working at WBH are not disqualified under the regulations therefore applicants are required to sign this 'Non- Disqualification Declaration' confirming that they are neither disqualified from working with children nor

* are on the children's barred list
* have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad
* have had orders made against them relating to their care of children
* have had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering

I can confirm that I am not disqualified from working with children.

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| **SIGNED:** | **DATE:** |

**WORKING TIME DIRECTIVE**

Under the Working Time Directive, you should not work more than 48 hours a week.

Do you plan to undertake work for other employers, which would cause a breach of these regulations?

If so, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please note it is School policy not to allow members of teaching staff to continue in any other form of employment. Permission may only be granted by the Head in exceptional cases.*

**RECRUITMENT POLICY AND MONITORING**

It is the responsibility of all candidates to familiarise themselves with the School’s Explanatory Notes on the Process of Recruitment and the School’s Child Protection Policy. It is Westbrook Hay Prep School’s policy to employ the best qualified personnel and not to discriminate against any person because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. **Please see the Recruitment Policy link on the main job vacancy page**

WBH is committed to appointing the best candidate on the basis of their ability to do the job. The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions. We would therefore appreciate you completing our Equal Opportunities Form.

**FINAL DECLARATION**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form by third parties. By signing the application form you consent to the processing of sensitive personal data.

I agree that any offer of employment with WBH is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that WBH may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. WBH is committed to the prevention detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and understand that any false information may, in the event of employment, result in dismissal or disciplinary action.

|  |  |
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| **SIGNED:** | **DATE:** |

**APPLICATION SUBMISSION**

Please complete and return completed and signed application by post or email marked ‘Confidential’ to:

Laura King

HR and Bursary Administrator

Westbrook Hay Prep School

London Road

Hemel Hempstead

Hertfordshire

HP1 2RF

**OR**

Email: [laura\_king@westbrookhay.co.uk](mailto:laura_king@westbrookhay.co.uk)

Tel: 01442 256143