



WESTHOLME SCHOOL

Wilmar Lodge, Meins Road, Blackburn BB2 6QU
Telephone: 01254 506070 Fax: 01254 506080 Email: principal@westholmeschool.com

Application Form

[Please complete this form. No extra sheets accepted.]

Position applied for

Section 1 – Personal details	
Title: Dr/Mr/Mrs/Miss/Ms	Forename(s): Surname:
Date of Birth:	Former names:
	Preferred name:
Address:	National Insurance Number:
	Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:
Telephone number(s) Home: Work: Mobile: Email address:	Teacher's Dfes Number
	Are you registered with the GTC for England? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you have Qualified Teacher status? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee? If so, please provide details.	

Section 2 Education						
1)Name of university	Dates of attendance	Degree BA/BSc	Result Pass/Hons	Class/ Division	Subject(s)	Date awarded
2)Further degree : Name of University		Degree title (eg MSc, PhD, MBA) and result		Subject(s)	Date awarded	
3)Teaching qualification						
University/ College	Title eg PGCE/QTS	Special areas of study, including age range				Date awarded
4)Name of Higher or Further education college		Describe fully the qualification(s) obtained with subjects, levels and grades				
5) Name & address of secondary school attended		Age range eg (11-16 or 11-18) and approx no of pupils	Type of school (Maintained/ Independent)	Coeducational or single sex	Dates attended (From/to)	
GCSE results or equivalent with grades. Please state all subjects.						Date awarded
Advanced level results or equivalent with grades or Btec or NVQ etc.						Date awarded

Other qualifications e.g. diplomas, certificates, music, drama, IT, dance, first aid, technical, driving				
Awarding body	Subject	Level (eg Associate, Doctorate, or NVQ)	Result (grade)	Date awarded

Section 6 – Other Vocational Experience, Skills or Training
 Please provide details of any vocational experience or skills that you possess or training that you have received which may not be certificated. Also include details of courses attended over the last three years.

Section 7 – Interests
 You are invited to use this space to tell us more about yourself and your interests, for example – community responsibility or involvement, family circumstances, special professional skills or other hobbies, pastimes etc.

For teaching applicants
 Please indicate the nature and range of extra curricular activities you are involved in/would be willing to assist with.

Section 8 – Employment

Current/most recent employer. If this is a local educational authority then please also state name and place of work.

Current/most recent employer's address
Local authority (if applicable):

School/other:

Current/most recent job title:

Date started:

Part time or full time:

Brief description of responsibilities:

Date employment ended (if applicable)

Current salary/salary on leaving:

Do you/did you receive any employment benefits? If so, please provide details of these.

If you are employed in a school please complete the following :

Age range and
number on roll

Type of school
(Maintained/Independent)

Approx number & sex
of pupils on roll.

Age range taught by you

Reason for seeking other employment

Please state when you would be available to take up employment if offered:

Section 9 (A) - EMPLOYMENT HISTORY (Complete for TEACHING APPLICATIONS ONLY)

Nature of appointment	F/T or P/T	School/Establishment (state age range and maintained, GM or independent)	Name of LEA or other employer	Sex and no. of pupils on roll	Age range taught by you	Period of service (give month and year) From/To	Reason for leaving

Section 9 (A) - Details of employment outside the teaching profession

Dates From/To	Name & address of firm/employer	Nature of work	Reason for leaving

Section 10 – Suitability (Letter of application - no extra sheets accepted)

Please give your reasons for applying for this post and say why you believe you are suitable. Briefly summarise 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. You may like to add a little about your philosophy of education and any other relevant information not covered by this form.

Section 11 – 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

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Are there any special arrangements you might require to attend an interview? Yes No

If yes please give details here

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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?

Yes No

If yes, please give details here

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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.

Section 12 - Criminal Records

An offer of employment is conditional upon the School receiving a satisfactory disclosure from the CRB. If you are successful in your application you will be required to complete a Criminal Records Bureau disclosure form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau (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. Each case will be assessed on its merits.

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 13 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current employer or most recent employer. If your current/most recent employer does/did not involve work with children, then your second reference should be from your employer with whom you most recently worked with children. Neither reference 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

Name :

Organisation:

Address:

Occupation:

Telephone number:

May we contact prior to interview?

Yes No

Referee 2

Name:

Organisation:

Address:

Occupation:

Telephone number:

May we contact prior to interview?

Yes No

Section 14 - 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, 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 expects all staff and volunteers to share this commitment.

If your application is successful, the School will retain the information provided in this form (together with any attachment) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed. 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 15 - Declaration

- **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.**
- **I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.**
- **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.....

Equal Opportunities Monitoring Form

Westholme School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or [age].

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. We ask some questions regarding disability which may also assist us in determining whether any reasonable adjustments are necessary to facilitate your interview.

This form will be separated from your Application Form on receipt and kept securely.

We would be grateful if you would fill in this form and return it with your Application. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. Thank you for your assistance.

Please complete in block capitals or typescript, ticking the boxes which most closely relate to you.

1. Please state which job you have applied for and the date of your application.

Job applied for.....

Date of application.....

2. Where did you hear about the job for which you have applied?

Newspaper (please specify which one)

School website Agency

Friend

Other (please specify)

3. What is your gender? (Please tick)

Male Female

If you are currently undergoing the process of gender reassignment, please tick your future gender.

4. Is your age between (please tick)?

16 – 24 25 – 34 35 – 44

45 – 54 55 – 64 65 or over

5. How would you describe your nationality and/or ethnicity (please tick)?

White:		Black or Black British		Chinese or other ethnic group
British – English, Scottish or Welsh	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other ethnic group <input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	
Mixed race:	<input type="checkbox"/>	Asian or Asian British:	<input type="checkbox"/>	
White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	
White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	
White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	
Any other mixed background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>	

6. How would you describe your sexual orientation (please tick)?

Heterosexual Bisexual Lesbian

Homosexual Prefer not to say

7. How would you describe your religion (please tick)?

My religion is:.....

I am not religious

Prefer not to say

8. The Disability Discrimination Act 1995(“DDA”) defines a disability 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”. An effect is long term if it has lasted, or is likely to last, over 12 months. Do you consider yourself to have a disability under the DDA (please tick)?

Yes No

I used to have a disability but have now recovered

Don’t know

9. If you have answered "Yes" to question 8, please give brief details of your condition.

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Please provide details of any adjustments you may require to enable you to attend and participate in the interview (including, for example, induction loop/radio aid/speech to text reporter/BSL interpreter/other).

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Please provide details of any adjustments you may require to enable you to undertake the job for which you have applied.

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10. For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Westholme School processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Signed

Dated.....

Please return this completed form to:

The Principal
Westholme School
Wilmar Lodge
Meins Road
Blackburn
BB2 6QU

Telephone : 01254 506070
Fax : 01254 506080
Email : principal@westholmeschool.com

