



WESTHOLME SCHOOL

Unrivalled Holistic Excellence

Wilmar Lodge, Meins Road, Pleasington BB2 6QU
Telephone: 01254 506070 Email: hr@westholmeschool.com

Support Staff Application Form

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

Position applied for

SECTION 1 – PERSONAL DETAILS

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
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:	Do you have a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Work:	Do you have any points/endorsements on your licence? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details:	
Mobile:		
Email address:	On what date would you be available to start work?	
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 Higher or Further Education college		Describe the qualification(s) obtained with subjects, levels and grades		
2) Name & address of secondary school attended		Age range eg (11-16 or 11-18)	Type of school (Maintained/Independent)	Coeducational or Single Sex
				Dates attended (From/to)
3) GCSE results or equivalent with grades. Please state all subjects.				Date awarded
4) Advanced level results or equivalent with grades or Btec or NVQ etc.				Date awarded
5) Other qualifications eg diplomas, certificates, food handling, IT, first aid, technical, driving				
Awarding Body	Subject	Level (eg NVQ)	Result (grade)	Date Awarded

SECTION 3 – 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 4 – 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.

SECTION 5 – EMPLOYMENT

Current/most recent employer:

Current/most recent employer's address:

Current/most recent job title:

Date started:

Part time or full time:

Brief description of responsibilities:	Date employment ended (if applicable)
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Current salary/salary on leaving:	Do you/did you receive any employment benefits? If so, please provide details here:
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Reason for seeking other employment:

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

SECTION 6 – 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 view of education and any other relevant information not covered by this form.

Section 7 - 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?

Yes No If yes, please give details here

In accordance with the guidance published by the DfE 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 8 – Safeguarding

Have you ever or currently been investigated for a safeguarding issue? Yes No

If yes, please give details here

Section 9 - Criminal Records

Due to the nature of our work any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 (http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf) must be declared.

Do you have any convictions, cautions, reprimands, final warnings or bind-overs that are not protected?

Yes No

Have you been disqualified from working with children, are named on the Children’s Barred List (previously List 99 and the Protection of Children Act List) or subject to any sanctions imposed by a regulatory body (e.g. the National College for Teaching and Leadership)? 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 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	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Email address:	Email address:
Occupation:	Occupation:
Relationship to you:	Relationship to you:
Telephone number:	Telephone number:
May we contact prior to interview: Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview: Yes <input type="checkbox"/> No <input type="checkbox"/>

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, 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 12 - 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 the DBS Barred List or disqualified from working 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.
- I understand that it is an offence for a person over the age of 18 and in a position of trust to have a sexual relationship with a child under 18, even if the relationship is consensual.
- I confirm that I am not involved in 'extremism' being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.

Signature

Date

Please return this completed form by:

Email: hr@westholmeschool.com

or post to:

HR
Westholme School
Wilmar Lodge, Meins Road
Pleasington, BB2 6QU

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.

10. 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).

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

12. For the purposes of compliance with the Data Protection Act 2018, 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