

# APPLICATION FORM

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| VACANCY INFORMATION |
| Name:  Application for the post of: Closing Date:  Where did you first hear about this job? |

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| REHABILITATION OF OFFENDERS ACT 1974 |
| 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 on the Ministry of Justice website or see [here](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide) .  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, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.  For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.  Any convictions listed on a DBS check will be considered on a case-by-case basis.  All information provided by applicants and the DBS will be treated in strictest confidence in accordance with the DBS’s Code of Practice. |

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| IMMIGRATION (RESTRICTIONS ON EMPLOYMENT) ORDER 2007 |
| We are legally obliged to ask you to provide evidence of your right of work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport or UK birth certificate combined with an official document giving your NI number. Further details are available from the UK Visa & Immigration Website. |

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| DATA PROTECTION ACT |
| This information will be processed and stored for the purpose of recruitment and employment with The Westminster School. All personal and sensitive information will be processed in accordance with the Data Protection Act 2018 and GDPR 2018. It is your responsibility to notify The Westminster School of any changes to your personal information that we hold about you. For more information on our procedures, and what we do with your data, please refer to a copy of our Privacy Notice. For any other enquiry relating to Data Protection matters, including Subject Access Requests, please contact the Data Protection Officer. |
| ONLINE SEARCH |
| An online search will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process and you will have the chance to discuss any issues of concern that come up during the search at interview. |

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| DECLARATION |
| I hereby consent to The Westminster School and relevant organisations processing and retaining the data contained within this form for recruitment, selection and employment related purposes only.  I declare that all the statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.  I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. (Please note application forms submitted electronically/online will require to be signed should you progress to the next stage of the process). |

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| SIGN AND DATE |
| Name (please print):  Sign:  Date: |

**Applications will only be accepted if they are completed in full.**

**Personal details**

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| PERSONAL DETAILS | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |

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| CONTACT DETAILS | |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

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| RELATIONSHIP TO THE WESTMINSTER SCHOOL | | |
| Please list any personal relationships that exist between you and any of the following members of The Westminster School community:   * Governors/trustees * Local governors * Staff * Pupils   If you have a relationship with a governor, trustee, or employee, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role at The Westminster School** |
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# Employment history

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|  | | | | CURRENT EMPLOYMENT DETAILS | | | | |
| **Job title** | **Employer details (name, address, email and/or telephone)** | **Dates employed** | **Permanent or temporary** | | **Part-time or full-time** | **Salary details** | **Reason for leaving** | **Description of Responsibilities** |
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| PREVIOUS EMPLOYMENT | | | | |
| **Please provide details of all previous employment. List the most recent employment first. Please continue on a separate sheet if necessary.** | | | | |
| **Job title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
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1. **Education and training**

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| EDUCATION AND QUALIFICATIONS | | |
| Please provide details of your education from secondary school onwards. Please list all qualification and grades separately.  You will be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades)** |
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| TRAINING AND PROFESSIONAL DEVELOPMENT | | | | |
| Please give details of training or professional development courses undertaken that are relevant to your application | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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| MEMBERSHIPS | | |
| Please give details of any relevant memberships of professional organisations. | | |
| **Name of Organisation** | **Membership Type** | **Expiry Date** |
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| TEACHER STATUS | |
| **Teacher reference number** |  |
| **Do you have QTS?** |  |
| **Date of QTS** |  |
| **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?** |  |
| **Are you subject to a Teaching Regulation Agency (TRA) sanction or restriction?** |  |

ADDITIONAL INFORMATION

Please explain why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

You may wish to discuss additional skills or relevant special interests.

# References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If your current or last employment was in a school, the referee **must** be from this school (Head Teacher). If you’ve not previously been employed, please provide details of another suitable referee.

The Westminster School reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

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| NAME | RELATIONSHIP TO YOU | ADDRESS AND POST CODE | CONTACT NUMBER | EMAIL ADDRESS | IS THIS YOUR CURRENT EMPLOYER? |
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If either of your referees knows you by a different name, please state:

If you don’t wish us to contact your referees without your prior agreement, please tick this box: ☐

If you have previously been employed by Sandwell Council, the unit in which you worked will be asked to confirm details of your employment, including the reason for your leaving.

1. **Further Information**

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| **Equal Opportunities**  As part of our equal opportunities policy we request that you complete the following information. This information is for monitoring purposes only. | | | | |
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| **Ethnic Origin** | | | | |
| Asian or Asian British – Bangladeshi | |  | Mixed Ethnic – White and Black |  |
| Asian or Asian British – Chinese | |  | Caribbean |  |
| Asian or Asian British – Indian | |  | Mixed Ethnic Group – Other |  |
| Asian or Asian British – Other | |  | Mixed Ethnic Group – Arab |  |
| Asian or Asian British – Pakistani | |  | White Gypsy or Irish Traveller |  |
| Black or Black British – African | |  | White – Irish |  |
| Black or Black British – Caribbean | |  | White – Other |  |
| Black or Black British – Other | |  | White – Welsh/English/Scottish/N.Ireland |  |
| Mixed Ethnic – White and Asian | |  | Prefer not to say |  |
| Mixed Ethnic – White and Black African | |  | Other (Please specify) |  |
| **Disability** | | | | |
| The Equality Act (2010) defines a disabled person as someone with a ‘physical or mental impairment which as a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities’ | | | | |
| Do you consider yourself to have such a disability? | | | Yes/No/Prefer not to say | |
| Please provide details and any special requirements or equipment which may assist you to out this job: | | | | |
| **Date of Birth** |  | | | |
| **Gender** |  | | | |
| **Preferred Pronouns** |  | | | |