



WEST HILL PARK

Application Form

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers. The information asked for is required under Child Protection regulations and failure to complete the form fully may hold up or jeopardise your application. For further information please see the accompanying notes.

Please complete this form as fully as possible.

POST APPLIED FOR:

PLEASE STATE WHERE YOU SAW THE VACANCY ADVERTISED:

PERSONAL DETAILS

Surname	Mr/Mrs/Miss/Ms/Dr/Other:
Other surnames used	First Name (s)
	National Insurance Number:
	DFES Number (If applicable):
	Do you have the right to
	work in the UK: Yes/No
	<i>(Please bring relevant proof if selected for interview)</i>



Contact Address: Postcode: Date From:	Contact Numbers Home: Work: Mobile: Email: May we contact you at work Yes/No
<p>Please provide all addresses for the last ten years if different from above on separate sheet.</p>	
Do you have access to a vehicle, which could be used for work if necessary? Yes/No	

PRESENT OR LAST EMPLOYER however if you are currently unemployed please state the date from which you ceased to be employed.

Employer (Name and address)	Post Held	Dates of Employment	Reason for Leaving
		Salary £	
You may/may not contact my current employer (please delete as appropriate). Brief description of duties of current post:			

PREVIOUS EMPLOYMENT: Please give details of all employment and work breaks with most recent first. If you are currently unemployed please provide the date from which you ceased to be employed. **Please ensure that any gaps in employment history are explained i.e. care of children, travelling, illness, studying etc.** Continue on separate sheet if necessary.

Employer Name and address	Job Title	Dates of Employment (from – to) Month and Year	Reason for Leaving

EDUCATION HISTORY

School and address	Qualifications gained	Awarding Body	Date
College/Universities	Qualifications gained	Awarding Body	Date

STUDIES IN PROGRESS

Subject	Qualifications sought	Date commenced	Date studies expected to finish

CURRENT MEMBERSHIP OF PROFESSIONAL BODIES OR INSTITUTIONS**OTHER COURSES ATTENDED RELEVANT TO THE POSITION BEING APPLIED FOR:****LEISURE**

REFERENCES Please note that we may automatically seek references from your employers for at least the last 10 years.

Please also provide below details of two character referees. These people must have known you for over 2 years and cannot be family members.

CURRENT EMPLOYER:

Address:

Telephone No:

Email:

May we contact this employer? YES/NO

Character Referee (1)	Character Referee (2)
<p>Name:</p> <p>Address:</p> <p>Telephone No:</p> <p>Email address</p> <p>Capacity this referee knows you:</p> <p><i>May the referee be contacted without further reference to you?</i> Yes/No</p>	<p>Name:</p> <p>Address:</p> <p>Telephone No:</p> <p>Email address</p> <p>Capacity this referee knows you:</p> <p><i>May the referee be contacted without further reference to you?</i> Yes/No</p>

Convictions Because of the nature of this work of this post and the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 you are required to give details of all criminal offences for which you have been convicted, including 'spent' convictions

Please note only 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) are required to be disclosed.

Guidance and criteria on protected convictions, cautions, reprimands or final warnings can be found on the Disclosure & Barring Service website

Have you ever been found guilty of a criminal offence?

YES/NO

Signed.....

Date.....

If yes, please provide details on a separate sheet and enclose it with your application in an envelope marked 'Confidential'

Previous convictions will not automatically bar candidates and convictions will only be considered in relation to the post for which you have applied. Criminal Records Bureau – Successful applicants will be submitted to the DBS for Enhanced Disclosure and by signing this document you authorised us to make this application. Any disclosure will be completely confidential and will be considered only in relation to this appointment

Section 8 of the Asylum and Immigration Act (1996) Under this Act it is an offence to employ a person who is not entitled to live or work in the UK. In order to comply with this you will be asked to provide a 'defined' document if you are selected for appointment

Are you disqualified for any reason (including 'by association') from working with children? **YES/NO**

I certify that the information in my application is true and I acknowledge that, if appointed, any false information or deliberate omissions later discovered may lead to the termination of the appointment. Providing false information is an offence and may lead to referral to the police.

Signed:

Date:

Family or close relationship connections with employees of West Hill Park School – please provide details on separate sheet.

Signature..... **Date**.....

COMPLETED APPLICATION FORMS TO BE RETURNED TO:

The Headmaster, Mr Chris Ward – headmaster@westhillpark.com

You may contact the Headmaster if you wish on 01329 842356 or by e-mail:
headmaster@westhillpark.com

West Hill School Trust Ltd is an equal opportunities employer in accordance with; The Sex Discrimination Act 1975, The Race Relations Act 1976, The Race Relations (Amendment) Act 2000 and the Disability Discrimination Act (DDA) 1995 which makes it unlawful to discriminate against men or women on racial, gender or disability grounds.

Data Protection Information from this form will be processed in accordance with the General Data Protection Regulation 2018. By signing this form, you expressly consent to this data being held and processed and if you are appointed to the post you also agree to further information, including sensitive data (e.g. bank details, medical information etc.) being held and processed by West Hill Park School, in accordance with the Regulation. Application data for non-successful applicants will be held for 12 months before it is destroyed. Our privacy policy is available from our website www.westhillpark.com



Application and Recruitment Process

Explanatory Notes

Application Form

1. Applications will only be accepted from candidates completing the enclosed **Application Form in full.**
2. Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children. Therefore all posts are regulated activity, although the extent of any responsibility for children will vary according to the nature of the post. Please see the job description for the post enclosed.
3. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs including those regarded as 'spent' must be declared.
4. The successful applicant will be required to complete a disclosure request from the Disclosure and Barring Service at an enhanced level, or to provide details if they are subscribing to the DBS Update Service.
5. We will seek references on successful candidates, and may approach any previous employer (having consulted with you) if you are shortlisted for a position.
6. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including any relating to children or young people, whether you have been the subject of any child protection allegations or concerns, and if so the outcome of any enquiry or disciplinary procedure, unless they were proven to be unfounded, unsubstantiated or malicious. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although s/he may (where appropriate) answer not applicable, if your duties have not brought you into contact with children or young persons.
7. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed. Referral to the police and/or the Disclosure & Barring Service is also possible.

Invitation for Interview

1. If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
2. All candidates invited to interview must bring documents confirming any relevant educational and professional qualifications that are necessary for the post (e.g. original or certified copy of certificates, diploma's etc.).
3. If you are invited for interview it is essential you bring with you proof of your right to work in the UK (UK citizens your NI number) and photographic ID.

Conditional offer of Appointment: Pre-Appointment Checks

1. All candidates receiving an offer of employment will be required to supply the following prior to appointment.
 - a. A current driving licence including a photograph **or** a passport **or** a full birth certificate
 - b. A utility bill or financial statement showing your current name and address
 - c. Where appropriate any documentation evidencing change of name
 - d. For overseas candidates (where appropriate) documentary evidence of the right to work in the UK
2. Any offer to a successful candidate will be conditional upon
 - a. Receipt of at least two satisfactory references
 - b. Verification of identity and qualifications
 - c. A satisfactory DBS Disclosure
 - d. A satisfactory check of the Disclosure and Barring Service Children's List
 - e. A satisfactory check of the Secretary of State's Prohibition list managed by the National College for Teaching & Leadership
 - f. Verification of relevant professional status
 - g. For teaching posts only: Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
 - h. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
 - i. Please note you may be asked to complete a medical self-disclosure and that this appointment may be subject to that being satisfactory
 - j. Satisfactory completion of the probationary period

Where a candidate is:

- 1. Found to be on the DBS Children's List, or the disclosure shows s/he has been disqualified from working with children by a Court**
- 2. Found to have provided false information in, or in support of, his/her application; or**
- 3. The subject of serious expressions of concern as to his/her suitability to work with children**

The facts will be reported to the Police and/or the Disclosure and Barring Service.