

Westcliff High School for Boys

Kenilworth Gardens, Westcliff-on-Sea, Essex, SS0 0BP

Telephone: 01702 475443

E-mail: office@whsb.essex.sch.uk



CONFIDENTIAL

SUPPORT STAFF APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS IN BLACK INK OR TYPE.

Post title:

A. PERSONAL DETAILS

Title:	Surname:	First name(s):
Present address:	All previous names:	
	Home telephone no:	
	Mobile telephone no:	
	National Insurance no:	
E-mail address:		
How would you like us to contact you about your application?	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Post	
Are you eligible to work in the UK?	Yes/No	
Do you require sponsorship to take up this position?	Yes/No	
Where did you see this post advertised?		

B. CURRENT OR MOST RECENT EMPLOYMENT

Starting with your most recent job role, please list all previous employment (whether paid or unpaid) providing all of the requested details. Please include periods of unemployment.

Name and address of current or most recent employer:	Job title:	
	Current or most recent salary:	
	Date appointed:	Date resigned (if relevant):
	Period of notice (if still employed):	
	Reason for seeking other employment:	
Briefly outline responsibilities:		

C. PREVIOUS EMPLOYMENT

Please list details of all previous employment held since leaving school, using additional sheets of paper, if required.

Name and address of employer	Post held	Reason for leaving	Dates	
			From	To

Breaks in Employment History

If you have had any breaks in employment, give details of these periods and your activities during these times e.g. unemployment, raising a family, voluntary work, training etc. It is important that **all gaps** within your employment history since leaving school are documented for Safeguarding purposes.

D. EDUCATION

Please continue on a separate sheet, if necessary.

Secondary School Education

Name of Secondary School	From	To	Qualifications at GCSE Level	Grade	Date
Name of College/Sixth Form	From	To	Qualifications at A Level or equivalent	Grade	Date

Higher/Further Education

Please list in chronological order, including any professional qualifications obtained.

Educational Establishment	From	To	Qualifications obtained (include main subjects)	Grade	Date

Training and Development Activities

Please include details of professional or personal development completed in the past five years relevant to the post. Please continue on a separate sheet, if necessary.

Name of course	Organising body	Brief description of course content	Date

ICT Skills

Please indicate level of competence with a tick.

	Basic	Competent	High	Other (specify)	Basic	Competent	High
Word							
Excel							
Outlook/E-mail							
PowerPoint							
Capita SIMS							

E. STATEMENT IN SUPPORT OF YOUR APPLICATION

Please use this section to show how your experience and achievements make you suitable for this post. Please refer to the job description. Include relevant skills and experience that you have obtained through previous employment, work experience, voluntary or community involvement, personal interests or education. Please continue on a separate sheet, if necessary.

F. REFERENCES

Your application cannot proceed without two references, listed below. Your current or most recent employer must be one of your referees. As part of the School's commitment to 'Safer Recruitment' as part of 'Keeping Children Safe in Education', **references will be requested for shortlisted candidates prior to interview.** References from relatives or people writing solely in the capacity of friends will not be accepted. **Please include an e-mail address for referees wherever possible.**

Full name:	Full name:
Job title:	Job title:
Employers' address:	Employers' address:
E-mail address:	E-mail address:
Telephone no:	Telephone no:
If you are invited to interview, may we approach these referees without further reference to you? Yes/No	
If either of your referees know you by another name, please give details:	

The School may use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. Where the School does this, it will act in accordance with its data protection and equal opportunities obligations.

G. DISABILITY

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

Do you have a disability you wish us to know about at this stage?	Yes/No
If yes, please let us know what access requirements you may have	

H. DECLARATIONS AND CHECKS

Declarations of Relationships

Are you a relative or partner, or do you have a close personal relationship with, any employee or Governor of the School? Failure to declare such a relationship may disqualify you. Canvassing of Governors or Senior Staff Members by you or on your behalf is not allowed.	Yes/No If yes, please give details: Name Position
---	--

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

Prohibition Checks

Following successful interview, the School will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates appointed within a classroom-based job role, irrespective of whether the role permits for unsupervised “teaching work” as defined by The Teachers’ Disciplinary (England) Regulations 2012. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past.

Criminal Record Checks

If you are shortlisted for the position you are applying for, you will be required to complete a Declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check (where applicable to the role in question).

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on The Disclosure & Barring Service can be found at www.gov.uk/disclosure-barring-service-check.

Childcare Disqualification Requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All shortlisted candidates whose role would involve being responsible for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

- Inclusion on the Children’s Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);
- Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education’s guidance: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

A copy of the School's Child Protection policy is available on our website at - <https://www.whsb.essex.sch.uk/key-information/school-policies>.

Data Protection

The School processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

I authorise Westcliff High School for Boys to check the information supplied and hold all such information in both paper and electronic formats.

If you are successful in your application, you will be asked to sign this declaration

Signature: _____ Date: _____

Print Name: _____

THANK YOU FOR TAKING THE TIME TO APPLY FOR THIS POST – PLEASE SUBMIT YOUR APPLICATION VIA E-MAIL TO OFFICE@WHSB.ESSEX.SCH.UK OR VIA POST TO THE ADDRESS ABOVE.

It is not Westcliff High School for Boys' practice to acknowledge receipt of applications. If you would like to be informed of the outcome of your application once the selection process has been completed, please contact the School Office.