Westbourne House School
Staff Application Form

Westbourne House is committed to safeguarding and promoting the welfare of the children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.

Position Applied for:	
Title (Mr/Mrs/Miss):	
Name in full:	
Address (permanent):	
Home Telephone No:	
Daytime Telephone No:	
Mobile Telephone No:	
Email Address:	
Address for correspondence (if different from above):	
Previous address (if resident at current address for less than 5 years):	

Have you applied for a job here before? Yes No

If yes, please give details:

How did you hear about this position?

Why have you applied for this position?

Education

Give details of Secondary and subsequent education (please continue on a separate sheet if necessary):

School/College/University	Dates	Examinations taken	Result

Professional Qualifications

Award/Qualification	Awarding body	Date obtained	Grade obtained

Employment Record

Starting with your most recent, please list your previous employment and state if full or part time. You may prefer to attach your curriculum vitae; however **please ensure you complete the reason for leaving column**. Please also provide where appropriate explanations for any periods not in employment, self employment or further education/training. Please continue on a separate sheet if necessary.

Dates (mm/yy) From – To	Name of Company and Town	Job Title and description of duties	Reason for leaving

What is your current/most recent salary?		What salary are you looking for?	

Please provide your Teachers Reference Number if applicable:

Additional information

Please use this space to add anything to your application which you feel may be relevant.

Supporting statement

Please set out in detail below a statement in support of your application, which addresses the criteria in the job description for this post.

In accordance with the guidance published by the DfE, any offer of employment made by Westbourne House 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. There may be circumstances when it will be necessary for the School to be given access to your medical records and/or for you to be referred to a specialist clinician.

References (Please note, it is Westbourne House School policy to seek references prior to interview unless otherwise stated)

	Present / Most Recent Employer	*Second Referee*
Name:		
Position:		
Role and Relationship:		
Company:		
Address:		
Email:		
Telephone:		
When may we contact them?		

Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and understand therefore that all convictions, cautions and bind-overs, received including those regarded as 'spent' must be declared. I have not been disqualified from working with Children, am not named on DfE Barred List or the Protection of Children Act List, and am not subject to any sanctions imposed by a regulatory body (eg the GTC/Prohibition Order).

Please tick the appropriate box:

- ☐ I have no convictions, cautions or bind-overs
- ☐ I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential

I declare that the facts and information contained in this application are correct to the best of my knowledge and belief.

Signed: _____ Dated: _____

Westbourne House School adheres to the Data Protection Act 1998. In order for us to process your application fairly, information may be retained by the School for up to 12 months. You have the right to object to us keeping this information. All information is kept confidential. We never pass on your details to third parties unconnected with the School, except where required by law. Signing here indicates that you have read this statement, and are happy for the School to use this information for the purposes described.

Please return this application form to: **The Headmaster**
Westbourne House School
Shopwyke
Chichester
West Sussex
PO20 2BH

Or email it to: hr@westbournehouse.org

Westbourne House is a registered Educational Charity.

Please continue to the next page.

Confidential

Full name including previous surname if applicable		Previous surname/s:
Position applied for		
National Insurance number		
Do you have evidence of your entitlement to live and work in the UK?	Yes / No	
Do you hold a current UK driving licence?	Yes / No	
Do you require a work permit to work in the UK?	Yes / No	

Please continue to the next page.

Equality and Diversity Monitoring

Westbourne House School is an equal opportunities employer.

In order to promote an environment within which the school can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected Characteristic or because they are associated with someone who has a Protected Characteristic.

The diversity information you provide will enable Westbourne House School to monitor the effectiveness of our Equal Opportunities Policy and meet our legal obligations under the Equality Act 2010. Effective monitoring is an important tool for measuring performance and progress towards equality and diversity goals and in ensuring a truly inclusive working environment. This information is only used for research and statistical analysis.

Completion of the form is voluntary. The information you provide will stay confidential and will be separated from your application form on receipt.

Position applied for:

Gender Male □ Female □ Prefer not to say □

Are you married or in a civil partnership? Yes □ No □ Prefer not to say □

Age 16-24 □ 25-29 □ 30-34 □ 35-39 □ 40-44 □ 45-49 □
50-54 □ 55-59 □ 60-64 □ 65+ □ Prefer not to say □

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English □ Welsh □ Scottish □ Northern Irish □ Irish □

British □ Gypsy or Irish Traveller □ Prefer not to say □

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean □ White and Black African □ White and Asian □

Prefer not to say □ Any other mixed background, please write in:

Asian/Asian British

Indian □ Pakistani □ Bangladeshi □ Chinese □ Prefer not to say □

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African □ Caribbean □ Prefer not to say □

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab □ Prefer not to say □ Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes □ No □ Prefer not to say □

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the Assistant Bursar – HR and Administration.

What is your sexual orientation?

Heterosexual □ Gay woman/lesbian □ Gay man □ Bisexual □

Prefer not to say □ If other, please write in:

What is your religion or belief?

No religion or belief □ Buddhist □ Christian □ Hindu □ Jewish □

Muslim □ Sikh □ Prefer not to say □ If other religion or belief, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None □ Primary carer of a child/children (under 18) □

Primary carer of disabled child/children □

Primary carer of disabled adult (18 and over) □ Primary carer of older person □

Secondary carer (another person carries out the main caring role) □

Prefer not to say □