

Westcliff High School for Boys

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

Telephone: 01702 475443

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



SUPPORT STAFF APPLICATION FORM

Information for Applicants:

Please complete this form in black ink or type in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. **Please note that we cannot accept CVs.**

Post title:

A. PERSONAL DETAILS

Title:	Surname:	First name(s):
Present address:	All previous names:	
	Home telephone no:	
	Mobile telephone no:	
	National Insurance no:	
		Date of Birth:
E-mail address:		
Where did you see this post advertised?		
Do you currently have the right to work in the UK?	YES	NO
If no, please specify your circumstances below:		

B. CURRENT OR MOST RECENT EMPLOYMENT

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

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	Salary and Benefits	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

Please include details of professional or personal development courses attended within the last five years. (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.

This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed, you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.

If you are shortlisted for interview, you will be required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). You will also be required to disclose any pending criminal proceedings against you or current police investigations, including those relating to other employment or matters outside work. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.

* *Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account.*

All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering collection on the Gov.uk website](#) and further information on disclosing a criminal record can also be obtained from Nacro: www.nacro.org.uk

Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body, e.g. Teaching Regulation Agency (or its predecessor bodies)?	YES	NO
It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you answer YES to this question you will be asked to supply further information.		

If you are successful in your application you will be asked to sign this declaration. If you are submitting this application electronically, please type your name in the signature box.

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I have read the Job Applicant Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice.

Signature of Applicant		Date	
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If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Retention of Application Forms:		
As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way	YES	NO

Thank you for your application.

THANK YOU FOR TAKING THE TIME TO APPLY FOR THIS POST – PLEASE SUBMIT YOUR APPLICATION VIA E-MAIL TO [VACANCIES@WHSB.ESSEX.SCH.UK](mailto:vacancies@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.