Westcliff High School for Boys

Kenilworth Gardens, Westcliff-on-Sea, Essex, SS0 0BP
Telephone: 01702 475443
E-mail: vacancies@whsb.essex.sch.uk

TEACHING STAFF APPLICATION FORM

CONFIDENTIAL

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:		
Do you have Qualified Teaching Status? Yes/No	**Date Awarded QTS (Day/Month/Year):**	
If you gained QTS after May 1999, have you completed the Statutory Teaching Induction Period? Yes/No Started: Completed:	**Teacher Registration No:**	
Where did you see this post advertised?		

B. CURRENT OR MOST RECENT EMPLOYMENT

NQTs should give details of their training provider and main teaching Practice School.

Name and address of current or most recent employer:	**Type of school:**	
	No. on roll:	**Ages and levels taught:**
	Current or most recent salary:	**Additional allowances (type/value):**
	Date appointed:	**Date resigned (if relevant):**
	Period of notice:	
	Reason for seeking other employment:	
Job title (inc. TLRs):	**Subjects taught:**	
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:	**Date from:**	**Date to:**
	No. on roll:	**Type of school:**
	Ages taught:	**Salary:**
Job title (inc. TLRs):	**Subjects taught:**	
Other responsibilities:	**Reason for leaving:**	

Employment other than Teaching (if applicable)

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

Professional Qualifications
Please include details of when and where you were awarded QTS (including Skills Tests, if applicable). Please continue on a separate sheet, if necessary.

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

Membership of Professional Bodies
Please continue on a separate sheet, if necessary.

Name of professional body	Type of membership	Registration reference	Renewal date (if applicable)

Other Relevant 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		Basic	Competent	High
Word				**Other (specify)**			
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.

Please indicate your three most recent classes' results at GCSE and A Level (or equivalent):

F. REFERENCES

Your application cannot proceed without two references, listed below. Your current or most recent employer must be one of your referees (or training provider for NQTs). 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.**

Please be aware that the School will conduct online searches in line with Keeping children Safe in Education (September 2023).

Full name:	**Full name:**
Job title:	**Job title:**
Employers' address:	**Employers' address:**
E-mail address:	**E-mail address:**
Telephone no:	**Telephone no:**
If either of your referees know you by another name, please give details:	

G. MISCELLANEOUS INFORMATION

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:**
Do you need permission to work in the United Kingdom? If you are unclear about your eligibility to work in the United Kingdom you should refer to the Gov.uk website	**Yes/No**

H. DECLARATION

By submitting this application you are confirming that the following statements are true.

- I certify that the information provided in this application, together with any accompanying papers, is to the best of my knowledge, true. I understand that any false entry may lead to either an offer of employment being withdrawn or, in the event of employment, disciplinary investigation by the School, and is likely to result in dismissal.
- Safer Recruitment: I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.
- Disclosure of Criminal Convictions: Short-listed candidates will be asked to complete a 'Disclosure of Criminal Convictions' form and a Disclosure will be sought from the Disclosure and Barring Service for the successful applicant.
- Data Protection Act 2018: 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. If you are submitting this application electronically, please type your name in the signature box.

Signed:	**Date:**

THANK YOU FOR TAKING THE TIME TO APPLY FOR THIS POST – PLEASE SUBMIT YOUR APPLICATION VIA E-MAIL TO 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.