

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

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:		
Where did you see this post advertised?		

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	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.

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 may 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.

<ul style="list-style-type: none">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:
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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.