

**WALTHAMSTOW HALL**

**SEVENOAKS, KENT**

Application Form

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| Name: |  |

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| Position applied for: |  |

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| Where did you see the post advertised? |  |

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| What is your earliest start date? |  |

Please complete, sign and date this form and compose a covering letter (of no more than two sides of A4) to Ms Louise Chamberlain, the Headmistress, detailing how your skills, knowledge and experience match the School’s requirements for the position applied for. Email your letter and application to: hr@whall.school. Hard copies may be posted to Human Resources, Walthamstow Hall, Holly Bush Lane, Sevenoaks, Kent TN13 3UL.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010 and welcomes applications for all posts from appropriately qualified persons.

| Section 1: Personal details | | | | | | |
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| Title:  Dr/Mr/Mrs/Miss/Ms | Forename(s): | Surname: | | | | |
| Date of birth: | | Former name: | | | | |
| Preferred name: | | | | |
| Teacher registration number (if applicable): | | National Insurance number: | | | | |
| Address: | | Telephone number(s):  Home:  Work:  Mobile:  Email address: | | | | |
| How long have you lived at this address?  If less than 5 years, please provide all previous addresses for the past 5 years: | | | | | | |
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| Length of time at address? | | Length of time at address? | | | | |
| Are you eligible for employment in the UK? | | | Yes |  | No |  |
| Please provide details: | | | | | | |
| Do you have Qualified Teacher status? | | | Yes |  | No |  |
| Do you have a current full UK driving licence? | | | Yes |  | No |  |

| Section 2: Education  Please start with most recent | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of  school/college/ university | Dates of attendance | | | Examinations | | | |
|  |  | | | Subject | Result | Date | Awarding body |
|  | From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
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| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
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| Section 3: Other vocational qualifications, skills or training  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | | | |
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| Professional Development  Please provide details of any Professional Development undertaken within the last 2 years: | | | | | | |
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| Section 4: Employment | | | | | | |
| Current / most recent employer: |  | | | | | |
| Current / most recent employer's address: | | | | | | |
| Current / most recent job title: |  | | | | | |
| Date started: | Date employment ended (if applicable): | | Current salary / salary on leaving: | | | |
| Do you / did you receive any employee benefits? | | Yes | |  | No |  |
| If so, please provide details of these: | | | | | | |
| Reason for seeking other employment: | | | | | | |

| Section 5: Previous employment and / or activities since leaving secondary education  Please continue on a separate sheet if necessary | | | | | |
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| Dates | | | Name and address of employer | Position held and / or duties | Reason for leaving |
| From: | | |  |  |  |
| dd / mm / yy | | |
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| To: | | |
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| Section 6: Gaps in your employment  If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. | | | | | |
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| Section 7: Personal Qualities, Experience and Interests  Please give a statement of the personal qualities and experience you believe are relevant to your suitability for this post. Please also detail your interests, hobbies or skills, including voluntary work: | | | | | | | |
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| Section 8: Existing contacts within the school  Please confirm if you have any associations or know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them. | | | | | | | |
| ]# | | | | | | | |
| Section 9: References  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | | | | | | | |
| Referee 1 | | | | Referee 2 | | | |
| Name: | | | | Name: | | | |
| Occupation: | | | | Occupation: | | | |
| Organisation: | | | | Organisation: | | | |
| Address: | | | | Address: | | | |
| Telephone number: | | | | Telephone number: | | | |
| Email: | | | | Email: | | | |
| May we contact prior to Interview? | | | | May we contact prior to interview? | | | |
| Yes |  | No |  | Yes |  | No |  |

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| Section 10: Declaration |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. Any appointment will therefore be dependent on the completion of a satisfactory enhanced Disclosure and Barring Service (DBS) check.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. Guidance about whether a conviction or caution should be disclosed, and if they are disclosed, employers cannot take them into account. Guidance can be found on the Ministry of Justice website.  If you are invited to interview, you will be required to complete a Self-Declaration (Criminal Record) form and bring this with you to the interview. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors.  You should be aware that the School will institute its own checks on successful applicants for shortlisting with the Disclosure and Barring Service and any offer of appointment will be made conditional on obtaining such satisfactory checks. |
| * **I declare that the information I have given in the Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.** * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I understand that it is an offence to apply for the role if I am barred from working with children. * I am not prohibited from teaching or management. * I am not disqualified from providing childcare. * I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment process. * I consent to the School making direct contact with the people specified as my referees to verify the reference. |
| Signed: |
| Date: |

**Data Protection**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Data Protection Policy and Privacy Notice, and Recruitment Privacy Notice. If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

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| *The School is committed to safeguarding and promoting the welfare of children and you people. Applicants must undergo child protection screening, including checks with past employers, online checks, and the Disclosure and Barring Service.* |