|  |
| --- |
|  |

|  |  |
| --- | --- |
| EMPLOYMENT APPLICATION FORM | PRIVATE & CONFIDENTIAL |

# APPLICANT INFORMATION

|  |  |
| --- | --- |
| Position Applied For: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  |  |  |
|  | Surname | First names | *First name by which you are known* |

**CONTACT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone: |  | Email: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | House Nº | Street |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | Country | Postcode |

**PREVIOUS ADDRESS IN PAST FIVE YEARS IF APPLICABLE**

*PLEASE USE AN EXTRA SHEET IF NECESSARY*

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | House Nº | Street |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | Country | Postcode |

|  |  |  |  |
| --- | --- | --- | --- |
| National Insurance Number: |  | Current Salary: |  |

**FUTHER INFORMATION AND CAREER HISTORY**

Please supply a full history in chronological order (with start and end dates and beginning with the most recent first) of all training/further education, employment, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.

*PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY.*

**EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| Dates | Employment | Reason for leaving |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Qualification | Awarding Body | Grade (if applicable) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EXISTING CONTACTS WITHIN THE SCHOOL**

Please indicate if you know any existing employees or Governors at the School and, if so, how you know them.

|  |
| --- |
|  |

**REFEREES**

Please give details of three professional referees below. **One referee must be your current or most recent employer**. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

**Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends**.

We reserve the right to contact any of your previous employers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** |  |  |  |
|  | Name | Job title | *Relationship to you* |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone: |  | Email: |  |

|  |  |
| --- | --- |
| Address**:** |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 2** |  |  |  |
|  | Name | Job title | *Relationship to you* |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone: |  | Email: |  |

|  |  |
| --- | --- |
| Address**:** |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 3** |  |  |  |
|  | Name | Job title | *Relationship to you* |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone: |  | Email: |  |

|  |  |
| --- | --- |
| Address**:** |  |
|  |

Please specify how you found out about this opportunity:

|  |
| --- |
|  |

**DECLARATION**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body and

***EITHER***

|  |  |
| --- | --- |
|  | I have no convictions, cautions or bind-overs |

***OR***

|  |  |
| --- | --- |
|  | I have attached details of convictions, cautions or bind-overs in a sealed envelope marked confidential |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**DATA PROTECTION**

Westminster School asks for personal information from job applicants to assist with the recruitment process. Employees involved with short-listing and appointment will have access to this data. If a candidate is unsuccessful, the application form and any other papers submitted will usually be destroyed six months after the appointment process has concluded. Queries about the processing of personal data should be sent to the school’s Bursar by emailing [bursar@westminster.org.uk](mailto:bursar@westminster.org.uk). A more detailed privacy notice can be found on our website here: <https://www.westminster.org.uk/privacy/>