

## Application Form

**Full Name:**

**Position Applied For:**

**Where did you see this post advertised:**

Please return completed hand written forms to:

Sara Henderson

The New School at West Heath, Ashgrove Road, Sevenoaks, Kent TN13 1SR



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**Section 2 – Education**

Please start with the most recent

Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body

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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.

### Section 4 – Employment

Current/most recent employer:

Current/most recent employer's address:

Current/most recent job title:

Date started:

Brief description of responsibilities:

Date employment ended (if applicable):

Current salary/  
salary on leaving:

Do you/did you receive any employee benefits? If so, please provide details of these.

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

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**Section 5 - Previous Employment and/or Activities since leaving secondary education**

Please continue on a separate sheet if necessary

<b>Dates</b>	<b>Name and address of employer</b>	<b>Position held and/or duties</b>	<b>Reason for leaving</b>

**Section 6 – Interests**

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity

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**Section 7 – Suitability**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

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**Section 8 – Health**

The School is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions are to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (“the Act”). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.

Do you consider yourself to be disabled?    Yes        No

If you wish please give further details here

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Are there any special arrangements you might require to attend an interview?    Yes        No

If yes, please give details here

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If offered the position applied for, (on the basis of the Job Description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role?    Yes        No

If yes, please give details here

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.....  
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In accordance with the guidance published by the DfES any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the School’s medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School’s medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician

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### Section 9 – Criminal Records

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the CRB. If you are successful in your application you will be required to complete a Criminal Records Bureau disclosure application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure (a copy of which is available from the School on request).

Have you been convicted by the courts of any criminal offence? Yes      No

Is there any relevant court action pending against you? Yes      No

Have you ever received a caution, reprimand or final warning from the police? Yes      No

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form.

### Section 10 – 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.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Telephone Number:	Telephone Number:
May we contact prior to interview?    Yes      No	May we contact prior to interview?    Yes      No

## THE NEW SCHOOL AT WEST HEATH

### Section 11 – Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment Policy is enclosed with this Application Form. Please take the time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes      No

### Section 12 – Declaration

- **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.**
- **I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.**
- **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 consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**

Signature .....

Date .....