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| **Disclosure and barring and recruitment checks** |
| The Westgate School is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  **We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.**  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy notice.  **Do you have a DBS certificate?**  ☐ Yes ☐ No Date of check: ………………………  **Are you registered with the DBS Update Service** ☐ Yes ☐ No  Certificate number: …………………………………………  If you’ve lived or worked outside of the UK in the last 5 years, we may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years:** ☐ Yes ☐ No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

**STRICTLY PRIVATE & CONFIDENTIAL**

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| **APPLICATION FORM** | | | | | | | | | | | | | | | | | | | | | | | | |
| **POST TITLE: \***(*this field must be completed)* | | | | | | | | | \* | | | | | | | | | | | | | | | |
| **CLOSING DATE:** | | | | | | | | |  | | | | | | | | | | | | | | | |
| *Please use black ink to complete this form or complete electronically and return by EMAIL to*[**sv@westgate.slough.sch.uk**](mailto:sv@westgate.slough.sch.uk)  ***N.B. Application forms which are incomplete and / or are not received by the closing date will not be considered.*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname | | | | | | | | | Other Names | | | | | | | | | | | | | | | |
| Previous Surnames | | | | | | | | | Preferred Title (e.g. Mr, Miss, Mrs, Ms) | | | | | | | | | | | | | | | |
| Home Address    Postcode | | | | | | | | | Home Telephone | | | | | | | | | | | | | | | |
|  | | | | | | | | | Mobile Telephone | | | | | | | | | | | | | | | |
| Email Address\*\* | | | | | | | | | Work Telephone (if it is convenient for contacting you) | | | | | | | | | | | | | | | |
| \*\* If you have provided an email address, this will be the method by which you will be contacted. However, if you DO NOT wish to be contacted by email, please tick the box | | | | | | | | | | | | | | | | | | | | | | | | |
| National Insurance Number | | | | | | | | | | | | | |  | | | |  | | |  | |  | |
| Do you hold Qualified Teacher Status? (Teaching posts only) | | | | | | | | | | | | | | | | | | | | Yes | | | No | |
| If yes, please give date of award & Teacher Reference number (TRN): | | | | | | | | | | | | | |  | | | | | |  | | |  | |
| Are you entitled to work in the UK? (You will be asked to provide evidence) | | | | | | | | | | | | | | | | | | | | Yes | | | No | |
| Do you need a Certificate of Sponsorship? | | | | | | | | | | | | | | | | | | | | Yes | | | No | |
| Have you previously sought employment with The Westgate School?  If YES, please give details | | | | | | | | | | | | | | | | | | | | Yes | | | No | |
| **PRESENT EMPLOYMENT**  *(If currently unemployed please give details of last employer****)*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Name, address and telephone number | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of commencement | | | | | | | Job Title | | | | | | | | | Date appointment ended | | | | | | | | |
| Please give a brief description of your duties | | | | | | | | | | | | | | | | | | | | | | | | |
| Present basic salary | | | | | | | | | Notice required | | | | | | | | | | | | | | | |
| Full or part time (FTE): | | | | | | | | | Reason for leaving: | | | | | | | | | | | | | | | |
| Additional payments or benefits | | | | | | | | | | | | | | | | | | | | | | | | |
| **EMPLOYMENT HISTORY**  *Please list your work experience since leaving full time education. Start with the most recent employer. Please use a separate sheet if necessary*. *All gaps in employment* ***must*** *be accounted for, please see below.\** | | | | | | | | | | | | | | | | | | | | | | | |
| **Dates**  **From To**  **DD/MM/YY** | | | | | **Employer’s name & address** | | | | | | | | **Job Title**  **Brief summary of duties and reason for leaving** | | | | | | | | | | |
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| Voluntary/Unpaid Activities | | | | | | | | | | | | | | | | | | | | | | | |
| From | | To | | | | **Position** | | | | | | **Brief details of duties** | | | | | | | **Name of organisation** | | | | |
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| \*Periods when not employed  *All gaps/periods between jobs must be accounted for. Please provide details of periods of unemployment or the reason for any gap in employment and reasons for these.* | | | | | | | | | | | | | | | | | | | | | | | |
| Start date | | | Finish date | | | | | Reason | | | | | | | | | | | | | | | |
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| **SECONDARY EDUCATION**  *(You will be required to produce evidence to demonstrate you have obtained all qualifications that you rely upon to support your application)* | | | | | | | | | | | | | | | | | | | | | | | |
| **Dates**  **From To** | | | | **Name & address of School** | | | | | | **Examinations Passed** | | | | | | | | | | | | | |
|  | | | |  | | | | | | Awarding body | | | | | Qualification | | | | | | | Grade | |
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| FURTHER EDUCATION *(You will be required to produce evidence to demonstrate you have obtained all qualifications that you rely upon to support your application)* | | | | | | | | | | | | | | | | | | | | | | | |
| **Dates**  **From To** | | | | **Name & address of College / University** | | | | | **Examinations Passed** | | | | | | | | | | | | | | |
|  | | | |  | | | | | **Awarding Body** | | | | | | Qualification | | | | | | | Grade | |
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| **Other Qualifications held including vocational qualifications** | | | | | | | | | **Dates Awarded** | | | | | | | | | | | | | | |
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| Are you a member of a professional body? Yes  No  If yes, please specify: | | | | | | | | | | | | | | | | | | | | | | | |
| SUPPLEMENTARY QUESTIONS | | | | | | | | | | | | | | | | | | | | | | | |
| (For Teaching Posts only) Have you **ever** had any sanctions and/or warnings imposed by the Teaching Agency or by the GTCE when it was the regulatory body for the teaching profession?  Yes  No  If so, please give details including the date on which any sanction/warning expires. | | | | | | | | | | | | | | | | | | | | | | | |
| Have you **ever** had any sanctions and/or warnings imposed by the Department for Education?  Yes  No  If so, please give details including the date on which any sanction/warning expires. | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have a personal relationship with any employees of the school or a member of the Governing Body of The Westgate School Yes  No  If yes, please give details | | | | | | | | | | | | | | | | | | | | | | | |
| Website or publication in which advertisement was seen | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have a disability? Yes  No  If so, please state what type of adjustments to arrangements that would assist you in overcoming any disadvantage your disability might otherwise cause you during the recruitment and selection process and / or at work. | | | | | | | | | | | | | | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | | | | | | |
| Please give the names and addresses of two referees, one of which **MUST** be your present or last employer or Head Teacher/tutor if a school or college leaver. If your work does not currently involve working with children however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children. **Please note that as part of our commitment to safeguarding the welfare of children and young people it is our policy to obtain all references prior to interview.** | | | | | | | | | | | | | | | | | | | | | | | |
| Name of referee: | | | | | | | | | | | Name of referee: | | | | | | | | | | | | |
| Job Title: | | | | | | | | | | | Job Title: | | | | | | | | | | | | |
| Name and address of organisation:    Postcode: | | | | | | | | | | | Name and address of organisation:    Postcode: | | | | | | | | | | | | |
| Email address | | | | | | | | | | | Email address | | | | | | | | | | | | |
| Telephone number | | | | | | | | | | | Telephone number | | | | | | | | | | | | |
| Relationship to you | | | | | | | | | | | Relationship to you | | | | | | | | | | | | |
| Do you give your consent for the School to obtain this referee prior to interview?  Yes  No | | | | | | | | | | | Do you give your consent for the School to obtain this referee prior to interview?  Yes  No | | | | | | | | | | | | |
| I declare that the information set out in this application form is true, accurate and complete. I understand that if my application is incomplete this form may be returned to me for completion before it can be considered. I also understand that if I have omitted facts that may have a bearing on my application or if there are any anomalies on this form these will be explored by the School. Any false statement will result in rejection as a candidate and/or dismissal if appointed, and if appropriate, possible referral to the police.  In accordance with the Data Protection Act I expressly agree that the School may use and process the information on this form as necessary, and for any legitimate purposes of the School.  **I understand that if I am successful, my employment will be subject to satisfactory Enhanced Disclosure Barring Service clearance and medical clearance and I agree to any pre-employment screening relevant to my application.** | | | | | | | | | | | | | | | | | | | | | | | |
| Signed | | | | | | | | | | | | | | | | | Date | | | | | | |
| **PERSONAL STATEMENT**  ***(Please see guidance notes enclosed)*** | | | | | | | | | | | | | | | | | | | | | | | | | |

Please give your reasons for applying for this position. Outline the knowledge, skills, experience and personal qualities that are relevant to your suitability for the advertised post, and in particular please explain providing clear examples of how you meet the person specification, as you will be shortlisted against these criteria.

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| **RECRUITMENT MONITORING FORM** |

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| **STRICTLY CONFIDENTIAL** |  |

**This sheet will be separated from your application form upon receipt and does not form part of the selection process.**

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| **Application for the post of:** | \*This field must be completed. |

The Westgate School wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but, filling in this form is voluntary.

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| **Gender**  Male  Female  Intersex  Non-binary  Prefer not to say  If you are currently undergoing the process of gender reassignment, please tick your future gender.  If you prefer to use your own term, please specify here: |
| **Are you married or in a civil partnership?**  Yes  No  Prefer not to say |
| **Age**  16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64  65+ |
| **What is your ethnicity?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box  ***White***  English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller  Prefer not to say  Any other white background, please write in:  ***Mixed/multiple ethnic groups***  White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:  ***Asian/Asian British***  Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say  Any other Asian background, please write in:  ***Black/ African/ Caribbean/ Black British***  African  Caribbean  Prefer not to say  Any other Black/African/Caribbean background, please write in:  ***Other ethnic group***  Arab  Prefer not to say  Any other ethnic group, please write in: |
| **Do you consider yourself to have a disability or health condition?**  Yes No  Prefer not to say  What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:  **The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this the manager running the recruitment process if you are a job applicant.** |
| **What is your sexual orientation?**  Heterosexual  Gay  Lesbian  Bisexual  Prefer not to say  If you prefer to use your own term, please specify here: |
| **What is your religion or belief?**  No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Prefer not to say  If other religion or belief, please specify here: |
| **What is your current working pattern?**  Full-time  Part-time  Prefer not to say |
| **What is your current flexible working arrangement?**  None  Flexi-time  Staggered hours  Term-time hours  Annualised hours  Job-share  Flexible shifts  Compressed hours  Homeworking  Prefer not to say  If other, please write in: |
| **Do you have caring responsibilities? If yes, please tick all that apply**  None  Primary carer of a child/children (under 18)  Primary carer of disabled child/children  Primary carer of disabled adult (18 and over)  Primary carer of older person  Secondary carer (another person carries out the main caring role)  Prefer not to say |