



## WESTHOLME SCHOOL

Wilmar Lodge, Meins Road, Blackburn BB2 6QU  
Telephone: 01254 506070 Email: [principal@westholmeschool.com](mailto:principal@westholmeschool.com)

# APPLICATION FORM

Please complete this form in full.

Position applied for

### SECTION 1 - PERSONAL DETAILS

Title

☐ Dr ☐ Mr ☐ Mrs  
☐ Miss ☐ Ms

Forename(s)

Surname

Date of Birth

Preferred name

Former names

Address

Contact details

Home:

Work:

Mobile:

Email:

National Insurance Number

Are you currently eligible for employment in the UK? ☐ YES ☐ NO  
If no, please provide details

(Teachers only) DfE Number

Do you have Qualified Teacher status? ☐ YES ☐ NO

Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor?  
If so, please provide details:

## SECTION 2 - EDUCATION

### UNIVERSITY QUALIFICATIONS

Name of university	Dates of attendance	Degree	Result Class/ Division	Subject(s)	Date awarded
Further degree - name of university		Degree title (eg MSc, PhD, MBA) and result		Subject(s)	Date awarded

### TEACHING QUALIFICATIONS

University/College	Title e.g. PGCE/QTS	Special areas of study, including age range	Date awarded
Name & address of secondary school attended		Age range e.g. (11-16 or 11-18) and approx number of pupils	Type of school (Maintained/ Independent)
			Dates attended (from/to)

### SCHOOL QUALIFICATIONS

GCSE results or equivalent with grades. Please state all subjects.

SUBJECT	GRADE	DATE	SUBJECT	GRADE	DATE

### COLLEGE / SIXTH FORM QUALIFICATIONS

Advanced Level results or equivalent with grades or BTEC or NVQ, etc.

SUBJECT	GRADE	DATE	SUBJECT	GRADE	DATE

### OTHER QUALIFICATIONS

E.g. diplomas, certificates, music, drama, IT, dance, first aid, technical, driving

AWARDING BODY	SUBJECT	LEVEL (E.G. ASSOCIATE, DOCTORATE OR NVQ)	RESULT (GRADE)	DATE AWARDED

### SECTION 3 - OTHER VOCATIONAL EXPERIENCE, SKILLS OR TRAINING

Please provide details of any vocational experience or skills that you possess or training that you have received which may not be certificated. Also include details of courses attended over the last three years.

COURSE	DATE

### SECTION 4 - INTERESTS

Please tell us more about yourself and your interests, for example – community responsibility or involvement, family circumstances, special professional skills or other hobbies, pastimes, etc.

#### FOR TEACHING APPLICANTS

Please indicate the nature and range of extracurricular activities you are involved in/would be willing to assist with.

## SECTION 5 - EMPLOYMENT

Name of current/most recent employer. If this is a local educational authority then please also state name and place of work

Current/most recent employer's address - Local Authority (if applicable)

School/other

Current/most recent job title

Date started

Part-time or full-time

Brief description of responsibilities

Date employment ended (if applicable)

Do you/did you receive any employment benefits? ☐ YES ☐ NO

If so, please provide details of these

Current salary/salary on leaving

### IF YOU ARE EMPLOYED IN A SCHOOL PLEASE COMPLETE THE FOLLOWING

Age range and number of pupils on roll

Type of school (Maintained/Independent)

Age range taught by you

Reason for seeking other employment

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

## SECTION 6 - EMPLOYMENT HISTORY (please include all employment since leaving education - starting with the most recent first)

[illegible]

## SECTION 7 - SUITABILITY (letter of application)

Please give your reasons for applying for this post and say why you believe you are suitable. Briefly summarise 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 (as outlined in the job description).

## SECTION 8 - HEALTH

The School is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is 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

Are there any special arrangements you might require to attend an interview? ☐ YES ☐ NO

If yes, please give details here

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

In accordance with the guidance published by the DfE 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.

## SECTION 9 - SAFEGUARDING

Have you ever or currently been investigated for a safeguarding issue? ☐ YES ☐ NO

If yes, please give details here

Are you aware of any safeguarding convictions or allegations relating to any of your immediate family or people that you live with? ☐ YES ☐ NO

If yes, please give details here

## SECTION 10 - CRIMINAL RECORDS

Due to the nature of our work any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 ([http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)) must be declared.

Do you have any convictions, cautions, reprimands, final warnings or bind-overs that are not protected? ☐ YES ☐ NO

Have you been disqualified from working with children, are you named on the Children's Barred List (previously List 99 and the Protection of Children Act List) or are you subject to any sanctions imposed by a regulatory body (e.g. the National College for Teaching and Leadership)? ☐ 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 11 - REFERENCES

Please supply the names and contact details of two people who we may contact for references. One of these must be your current employer or most recent employer. (If your current/most recent employer does/did not involve work with children, then your second reference 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 in line with Safer Recruitment guidelines. The School intends to take up references from all shortlisted candidates before interview.

### REFEREE 1

NAME

ORGANISATION

ADDRESS

EMAIL

OCCUPATION

RELATIONSHIP TO YOU

TEL

MAY WE CONTACT  
PRIOR TO INTERVIEW? ☐ YES ☐ NO

### REFEREE 2

NAME

ORGANISATION

ADDRESS

EMAIL

OCCUPATION

RELATIONSHIP TO YOU

TEL

MAY WE CONTACT  
PRIOR TO INTERVIEW? ☐ YES ☐ NO

## SECTION 12 - 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, religious belief, disability or age. All new posts within the School are subject to a probationary period.

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

If your application is successful, the School will retain the information provided in this form (together with any attachment) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed. 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 13 - 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 the DBS Barred List or disqualified from working 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.
- I understand that it is an offence for a person over the age of 18 and in a position of trust to have a sexual relationship with a child under 18, even if the relationship is consensual.
- I confirm that I am not living with a person who has been barred from working with children and further confirm that I do not live in the same household as a person who has been disqualified from working with children under the Childcare Act 2006. If my future circumstances are such that either of the above become relevant I agree to inform my employer immediately. (Only applies if working with children under the age of 8.)
- I confirm that I am not involved in 'extremism', being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.

Signature

Date

**Please advise where you found out about this vacancy:**

- ☐ TES
- ☐ Westholme website
- ☐ Facebook
- ☐ Twitter
- ☐ LinkedIn
- ☐ Word of mouth
- ☐ Other (please specify)

## THE DISABILITY DISCRIMINATION ACT 1995

The Disability Discrimination Act 1995 ("DDA") defines a disability 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". An effect is long-term if it has lasted, or is likely to last, over 12 months. Do you consider yourself to have a disability under the DDA (please tick)?

☐ YES ☐ NO

☐ I used to have a disability but have now recovered.

If you have answered 'Yes' above, please give brief details of your condition.

Please provide details of any adjustments you may require to enable you to attend and participate in the interview (including, for example, induction loop/radio aid/speech to text reporter/BSL interpreter/other).

Please provide details of any adjustments you may require to enable you to undertake the job for which you have applied.

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Westholme School processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Signature

Date



**WESTHOLME  
SCHOOL**

Please return this completed form by:  
emailing: [principal@westholmeschool.com](mailto:principal@westholmeschool.com)

or post: Principal, Westholme School,  
Wilmar Lodge, Meins Road, Blackburn. BB2 6QU