

# Application for a Midday Supervisor Position at *West Lodge School*

36 Station Road, SIDCUP, Kent, DA15 7DU  
 Telephone: 020 8300 2489  
 Fax: 020 8308 1905  
 Email: info@westlodge.org.uk



## Section 1 – Contact Details

First Name(s):		Last Name:	
Address:	Home Telephone Number:		
	Daytime Telephone Number:		
	Mobile Telephone Number:		
	Home Email:		
	Work Email:		
	If currently employed may we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## Section 2 – Employment Record

<b>Present or Most Recent Employer:</b>	Dates Employed From:	To:
Employer's Name and Address:	Annual Salary:	
	Other Benefits:	
	Reason for Leaving:	
	Notice Period:	

Position Held & Brief Description of Duties:

### Previous Employers (please list all previous employers from leaving school, most recent employer first)

Employer's Name and Address	Position(s) Held	Dates		Reason for Leaving
		From	To	

Continue on a separate sheet if necessary

**Section 3 – Education and Training****Education**

Qualification(s) Gained Including Grade	Date(s) Awarded	School / College, University or Institute of Further Education

**Details of any Membership(s) of Professional Associations/Bodies**

Membership Details	Date Awarded

**Education Qualification(s) currently being undertaken**

Qualification(s) Being Undertaken	Expected Date of Completion	College/University or Institute

**Training** (relevant work related courses)

Course Title & Subjects Covered	Date and Duration	Training Organisation

**Driving Licence** (please only answer this question if driving is a requirement of the post, detailed in the person specification)

Do you hold a current, clean, valid driving licence?  Yes  No

Please give details if you have answered 'No' to the above question:

Do you own or have use of a car?  Yes  No

#### **Section 4 – Relevant Experience and Skills**

Please indicate how you satisfy each criteria set out in the Person Specification drawing on evidence from your personal and work experience (paid or unpaid) education and training. Particular attention should be given to providing examples against each competency listed. Please refer to the guidance notes for further information. Please continue on a separate sheet if necessary

#### **Section 5 – Details in Support of your Application**

Please set out below any other information, which you consider appropriate, and explain why you wish to work at the School. (Continue on a separate sheet if necessary)

**Section 6 – References**

**Before completing this section please read the guidance notes attached carefully. References will be taken up if you are short listed prior to interview.**

School currently/most recently worked		Previous School/Course Tutor/Other Referee	
Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Tel:	Fax:	Tel:	Fax:
E-mail:		E-mail:	
Previous School/Course Tutor/Other Referee			
Name:		Address:	
Job Title:			
Tel:			
Fax:			
E-mail:		E-mail:	

**Section 7 – Rehabilitation of Offenders Act: Declaration of Criminal Offences**

Before completing this section please read the guidance notes carefully. Having a criminal record will not necessarily prevent you from gaining employment.

**This post is also subject to a satisfactory Enhanced Criminal Records Bureau Disclosure.**

Have you ever been convicted of a criminal offence or are you currently undergoing criminal investigation? If yes please give details of conviction(s) and date(s)

- Yes  
 No

**Section 8 – Dismissal or disciplinary Action**

Have you ever been dismissed or resigned from a position whilst disciplinary action was being taken against you or you were subject to any investigation? If yes, please give details on a separate sheet.  Yes  No

If Yes, please provide details. Please note that this will not necessarily prevent you from being employed at the School.

**Section 9 – Asylum and immigration Act 1996**

Do you have the legal right to live and work in the UK?  Yes  No

Please give your National Insurance Number:

**Section 10 – Additional Information / Special Arrangements**

Dates and times when not available for interview:

Any other relevant additional information:

**Section 11 –Declaration**

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of West Lodge School relating to the subject matter of this form, being processed by the School in administering the recruitment process. This may include sensitive personal data.

I declare that all the information on this application form is true and correct.

Signed:

Date:

# Recruitment Monitoring Form

West Lodge School is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Diversity Policy demonstrates a commitment to all job applicants. With this in mind; all stages of the recruitment process will be monitored.

This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.

## Section 13 – Personal Details

**A. Sex**  Male  Female

**B. Age** Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

**C. Ethnic Group**

**a. White**

British

Irish

Any other White background  
Please give details: \_\_\_\_\_

**b. Mixed**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background  
Please give details: \_\_\_\_\_

**c. Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background  
Please give details: \_\_\_\_\_

**d. Black or Black British**

Caribbean

African

Any other Black background  
Please give details: \_\_\_\_\_

**e. Chinese or other ethnic group**

Chinese

Any other, please give details: \_\_\_\_\_

**D. Nationality:**

**E. Religion**

Christian  Muslim

Hindu  Sikh

Jewish  None

Jehovah Witness  Any other religion

Buddhist

## Section 14 – Disability

Would you describe yourself as having a disability or medical condition that affects your day-to-day activities?

Yes  No

## Section 15 – Advertising Monitoring

How did you find out about this vacancy?

Please list which publication or internet site:

I understand that the Data Protection Declaration in Section 12 applies to this monitoring form as well as the main application form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this application form, please return to:  
David Hankin, School Business Manager, West Lodge School, 36 Station Road, SIDCUP, Kent, DA15 7DU.  
[info@westlodge.org.uk](mailto:info@westlodge.org.uk)