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| Application for a Teacher position at  West Lodge School  **36 Station Road, SIDCUP, Kent, DA15 7DU**  **Telephone: 020 8300 2489**  **Fax: 020 8308 1905**  **Email: bursar@westlodge.org.uk** | |  |
| Section 1 – Contact Details | | |
| First Name(s): | Last Name: | |
| Previous Surname(s): | Title: | |
| Present Address: | Home Address: | |
| Telephone number: | Home telephone number: | |
| Mobile telephone number: | Email: | |
| Section 2 – Status and Registration Details | | |
| Do you have Qualified Teacher Status? | Yes  NoIf Yes, please give date of award: | |
| Have you successfully completed a period of induction as a qualified teacher in this country where the DfE require this? | Yes  No  N/A If Yes, please give date of completion:  If No, have you ever commenced a period of induction? If Yes, please give details: | |
| Are you registered with the GTC for England? | Yes  No  DfE/GTCE Number: | |
| Are you subject to any conditions or prohibitions placed on you by the GTCE (or another GTC in the UK?)  If Yes, please give full details on an additional sheet attached in a sealed envelope. | | |
| 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? Do you own or have use of a car? | Yes  NoYes  No | |

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| Section 3 – Employment Record | |
| Present or Most Recent Employer | |
| Full Name of Establishment: | Main Subjects Taught: |
| Address (& postcode): | Position Held: |
| Full/Part Time: |
| Date Appointed: |
| Type of School: | Notice Required: |
| Local Authority: | Scale/Grade: |
| Number of Students: | Present Salary: |
| Age of Students: | Details of any Special Allowances: |
| Boys/Girls: |
| Superannuation | |
| Have you elected to join the superannuation scheme? | |

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| Previous Teaching Employers (please list most recent first & indicate any unqualified posts) | | | |
| Name of Employer and School/College | Type & Size of School/College | Dates From/To | Position/Subject Salary/Grade Full/Part Time |
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| Continue here if necessary (please explain any gaps between employment) | | | |

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| Other Employment and Experience | | | |
| Employer's Name and Address | Type of Work/Activity & Position(s) Held | Full/Part Time | Dates From/To (d/m/y) |
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| Continue here if necessary - | | | |

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| Section 4 – Education / Qualifications | | |
| Education | | |
| Name of School, College, University or Institute | Date of Qualifying | Qualifications and/or Certificates  (including subjects & grades) |
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| Continue here if necessary - | | |
| Teacher Training | | |
| Please indicate below which age range and subjects(s) you are qualified to teach. | | |
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| Education Qualification(s) Currently Being Pursued | | |
| Name of College, University or Institute | Expected completion | Qualification being undertaken  (including subjects) |
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| Training (any relevant courses, including organisation, dates and subjects covered) |
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| Section 5 – Relevant Experience and Skills |
| Please indicate how you satisfy the 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. |
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| **Section 6 – 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) |
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| Section 7 – 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: | |

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| Section 8 – 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**. |  |
| Do you have any unspent conditional cautions under the Rehabilitation of Offenders Act 1974? | Yes  No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  The amendments to the Rehabilitation of the Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website | Yes  No |

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| **Section 9 – Dismissal, disciplinary or capability procedures** | |
| Before completing this section please read the guidance notes carefully. This will not necessarily prevent you from gaining employment. |  |
| Have you ever been a subject of disciplinary or capability procedures or been dismissed or resigned from a position pending disciplinary investigations taking place?  If yes, please give details on a separate sheet. | Yes  No |

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| Section 10 – 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: |

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| Section 11 – Additional Information / Special Arrangements |
| Dates and times when not available for interview: |
| Any other relevant additional information: |

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| Section 12 –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: |

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| 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 is 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.

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| Section 13 – Personal Details | | |
| **A. Sex** | □ Male | □ Female |
| **B. Age** | Date of Birth: | Age: |
| **C. Ethnic Group** | **a. White** | **b. Mixed** |
| □ British | □ White and Black Caribbean |
| □ Irish | □ White and Black African |
| □ Any other White background  Please give details: | □ White and Asian |
| □ Any other Mixed background  Please give details: |
| **c. Asian or Asian British** | **d. Black or Black British** |
| □ Indian | □ Caribbean |
| □ Pakistani | □ African |
| □ Bangladeshi | □ Any other Black background  Please give details: |
| □ Any other Asian 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 |

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| Section 14 – Disability |
| Would you describe yourself as having a disability or medical condition that affects your day-to-day activities?  Yes  No  Applicants with disabilities, who meet the minimum criteria for the job, are guaranteed an interview. |

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| Section 15 – Advertising Monitoring |
| How did you find out about this vacancy?  Please list which publication or internet site: |

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| I understand that the Data Protection Declaration in Section 12 applies to this monitoring form as well as the main application form. | | | | | |
| Signed: |  |  | Date: |  |  |
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Thank you for completing this application form, please return to:  
Charlene Whyte, Bursar, West Lodge School, 36 Station Road, SIDCUP, Kent, DA15.

[bursar@Westlodge.org.uk](mailto:bursar@Westlodge.org.uk)

# General

**Information**

The following information is designed to help you complete the application form as effectively as possible.

Please read the job advertisement carefully paying particular attention to the job description and person specification.

You may provide a CV in addition to your application; however you must still fully complete and return the application form and recruitment monitoring form.

**SECTION 1**

**Contact Details**

Please complete this section fully.

If you are currently working please make sure you indicate if you do not wish to be contacted at work.

Please provide all previous names.

**SECTION 2**

**STATUS**

Please complete this section fully.

**SECTION 3**

**Employment Record**

Please complete this section in date order, beginning with your most recent teaching job and listing all teaching roles undertaken since leaving school/college. You must include all previous employment, including periods of voluntary work. Any breaks between employment or education and employment should be fully explained.

Please continue with this section on a separate sheet if necessary.

**Present/Most Recent**

As a generic form for all teaching posts, this section is for teachers who are currently employed. However, if your application is for a NQT post, it would be useful if you could provide information regarding your last teaching placement or any supply work.

**Other Employment & Experience**

Please complete if applicable.

**section 4**

**Education & Training**

Please complete this section as fully as possible, we will require evidence of your highest and/or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

Please only complete the questions about holding a driving licence if driving is a duty of the post.

**section 5**

**Experience & Skills**

This is the most important section and must be completed fully.

During the short-listing process your teaching skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school/college environment, etc…

You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

**Section 7**

**References**

All offers of appointment depend on receiving references satisfactory to the School. You must give two referees that have had managerial/ supervisory responsibility for you, one of whom must be your Head Teacher with your current/most recent school.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job.

**Newly Qualified Teachers**

Please ensure that references include a tutor or lecturer from your teaching college and a references from a mentor from one of your school placements, if appropriate.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

The School reserves the right to ask for substitute referees, if the one you have provided are not deemed to be suitable.

For certain posts we reserve the right to contact any previous employer for a reference at any time. We will specifically enquire about disciplinary offences, including any which are “time expired”, and whether the applicant has been the subject of child protection concerns, and if so, the outcome of that enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

You may ask to see these references, however some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

* the third party has consented for it to be released or
* your right to know this information outweighs the right to privacy of the third party.

**Section 8 DECLARATION OF CRIMINAL OFFENCES**

This post involves access to persons under 18 and/or who are disabled and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order. You must therefore give details of any unspent convictions, cautions, reprimands, warnings, or if you are currently undergoing criminal investigation or have a court date set.

**This post is also subject to a Disclosure and Barring Service Enhanced Disclosure.**

**Section 9 – dismissal, disciplinary or capability procedures**

Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.

**Section 10 Asylum and immigration act 1996 -**

**eligibility to WORK**

Please complete this section fully, relevant documentation will be checked for the successful candidate.

**Section 11**

**DECLARING AN INTEREST**

Failure to disclose an interest will disqualify you from being appointed to a post with West Lodge School.

**SECTION 11 ADDITIONAL INFORMATION/SPECIAL ARRANGEMENTS**

Please provide dates and times when you are not available for interview, plus any additional information we may need to consider.

**SECTION 12 DECLARATION**

Please read this section carefully before signing your application form.

Failure to sign this part of form will disqualify you from being appointed to a post with West Lodge School.

**SECTION 13**

**RECRUITMENT MONITORING - PERSONAL DETAILS**

This information is confidential and monitored by Schools HR. It will not be used for selection purposes.

**Section 14**

**RECRUITMENT MONITORING - Disability**

West Lodge School is committed to ensuring that employees who have a disability are given every possible assistance in the workplace.

If you answer **YES** to the question and require any special arrangements at interview, please add these to Section 14. You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

**SECTION 15**

**ADVErtising monitoring**

This information is required to ensure that the School can monitor the effectiveness of its recruitment advertising.

**Checklist**

* Read through your completed application form carefully making sure you have fully answered all the questions.
* If you have completed separate sheets make sure that these are numbered and clearly marked with your name.
* Keep a copy of your application form for reference.
* Make sure you return the application form in plenty of time before the closing date appropriately stamped.

**What Happens Next**

Your completed application form will be used to decide whether or not you are selected for interview.

Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form.

If you have any queries, then please refer to the advertisement for contact details.