



WESTBOURNE PRIMARY SCHOOL
Anton Crescent, Collingwood Road
Sutton, Surrey SM1 2NT

Guidance for Applicants

Thank you for your job enquiry

The information you provide on this application form and additional sheets will determine whether you are short-listed for interview. Please note that CV's will not be accepted.

If you do not understand anything on the form, please ring the school or contact telephone number in the information pack. A job description and person specification is enclosed with this pack. They should be used in conjunction with these guidance notes when you complete the application form.

PERSONAL DETAILS

Please enter your details fully and clearly so we may contact you about your application.

EXPERIENCE

We are interested in all employment you have undertaken. If you have not had a full time or permanent job, please give details of any other employment you may have had (work experience, part time, voluntary or holiday work).

IT IS IMPORTANT THAT ANY GAPS IN YOUR WORK HISTORY ARE FULLY EXPLAINED ON THE FORM

REFEREES

Give the names and addresses of two referees, one of whom must be your current employer (or most recent if unemployed)

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Relatives and friends must not be used.

QUALIFICATIONS AND OTHER RELEVANT TRAINING

Give details of your relevant qualifications and training courses. (You be asked to produce proof of relevant qualifications if you are interviewed).

Look at the person specification to see which qualifications/training are essential. You may also have gained qualifications and attended training that, although not essential, are relevant to the job. We are also interested in any relevant courses that did not lead to an examination or qualification and will take into account equivalent education/qualification gained overseas or as part of a vocational training scheme.

APPLICATION DETAILS

Using separate sheets if required, tell us why you think you can do the job.

- You should provide evidence of your relevant experience, skills and knowledge by giving specific examples and demonstrating how you meet the criteria on the person specification.
- You should think very carefully before completing this section and refer to both the job description and person specification.
- You may wish to write this page out as a rough draft before submitting a handwritten or typed statement (however, do not send in a CV).
- If you have little or no work experience, try to think of things you have done where you can transfer skills used at school or college, such as planning a project, or course work.
- You may also have considerable domestic responsibilities such as household budgeting, or you may organise social or community activities – these are skills that can be relevant to the post.
- Be positive about your personal skills and achievements – they can be just as relevant as professional experience.

ELIGIBILITY TO WORK

Under the Immigration, Asylum and Nationality Act 2006, to establish that an individual has the right to work in the UK, an employer must check and copy or record one of a number of specified documents that indicate that the holder is eligible to work in the UK.

DATA PROTECTION

The information you have supplied on this application form may be processed by computer, or may form the basis of manual records.

This data will be used to produce anonymous statistics in connection with Equal Opportunities and recruitment monitoring.

DISABILITY

Westbourne Primary School welcomes applications from people with disabilities.

Please let us know if you need additional assistance from us in order to complete the application form or prior to attending the selection process (special parking, ground floor venue, sign language interpreter, large print, wheelchair access, etc.)

OUR COMMITMENT TO EQUALITY

Westbourne Primary School is committed to advancing equality of opportunity between people; fostering relations between different communities; eliminating discrimination, harassment and victimisation.

The school will take steps to promote understanding, meet needs, remove or minimise disadvantage, encourage participation in public life and tackle prejudice.

The school does not tolerate harassment, victimisation or unlawful discrimination in service delivery and employment on the grounds of age, disability, gender reassignment, race/ethnicity, religion or belief, sex/gender, sexual orientation, marriage & civil partnership, and pregnancy & maternity.

Everyone is expected to share the school's commitment including people, organisations, and companies we work in partnership with and those who provide goods and services on our behalf.

The school will monitor its activity to make sure this happens and take decisive action against those found to be in breach of this policy.

Everyone is expected to:

- Know the local community and understand its needs;
- Engage with all our communities;
- Deliver efficient, responsive services and excellent customer care;
- Provide strong leadership, partnership and organisational commitment;
- Be exemplary employees reflecting a modern and diverse workforce.