



WALTHAMSTOW HALL

SEVENOAKS KENT

Staff Application Form

Position applied for:

Please complete and sign, date and return this Form to the **Headmistress, Walthamstow Hall, Holly Bush Lane, Sevenoaks, Kent TN13 3UL**, together with a covering letter in your own handwriting indicating your interest in, and suitability for this post. If you wish, you may include a photograph.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010 and welcomes applications for all posts from appropriately qualified persons regardless of sex, sexual orientation, race, religion, disability, pregnancy and maternity, gender reassignment, marriage and civil partnership or age.

Section I: Personal details

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:	
Date of birth:		Former name:	
		Preferred name:	
Teacher registration number (if applicable):		National Insurance number:	
Address:		Telephone number(s):	
		Home:	
		Work:	
		Mobile:	
		Email address:	
How long have you lived at this address?			
If less than 5 years, please provide all previous addresses for the past 5 years:			
Length of time at address?		Length of time at address?	
Are you eligible for employment in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:			
Do you have Qualified Teacher status?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current full UK driving licence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2: Education

Please start with most recent

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	From:				
	dd / mm / yy				
	To:				
	dd / mm / yy				
	From:				
	dd / mm / yy				
	To:				
	dd / mm / yy				

Section 3: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Professional Development

Please provide details of any Professional Development undertaken within the last 2 years:

Section 4: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any employee benefits?

Yes ☐

No ☐

If so, please provide details of these:

Reason for seeking other employment:

Section 5: Previous employment and / or activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and / or duties	Reason for leaving
From:			
dd / mm / yy			
<div></div> <div></div> <div></div>			
To:			
dd / mm / yy			
<div></div> <div></div> <div></div>			
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To:			
dd / mm / yy			
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Section 6: Gaps in your employment

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

Section 7: Interests

Please give details of your interests, hobbies or skills, including voluntary work:

Section 8: Existing contacts within the school

Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

Section 9: Please provide details of where you saw the advertisement for this role

Section 10: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee 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. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

Referee 1	Referee 2
Name:	Name:
Occupation:	Occupation:
Organisation:	Organisation:
Address:	Address:
Telephone number:	Telephone number:
Email:	Email:
May we contact prior to Interview?	May we contact prior to interview?
Yes No	Yes No

Section I I: Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service/NCTL.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have nothing to declare
(please delete as appropriate)

I enclose a confidential statement

- **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 Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.**
- **I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.**
- **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 consent to the School making direct contact with the people specified as my referees to verify the reference.**
- **I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.**

Signed:

Date: