Worthing High School

Information for Candidates – How to Apply

Application process:

Please complete the application form fully in black ink or type as it will be photocopied, alongside other documents, for distribution. Clearly indicate the post for which you are applying.

The application form must be completed in full. You may attach your CV, however submission of a CV alone will not be accepted. Please note that a full career and educational history is required from the date you left school to the present. If you have any gaps in your career or educational history please state the reasons with dates (ie travelling, bringing up children etc). We will not make assumptions about your experience, knowledge, skills or abilities. You should provide information matched to the person specification and/or job description criteria to enhance your application, either in the application form or in a separate document.

Please ensure that you read the declaration and sign the form to certify that all the information provided is complete and accurate. If you return the form by email, you are deemed to have accepted the conditions contained within the declaration through the act of emailing your application to the school.

Two references satisfactory to the school are required. Both referees must be from your two most recent employments. Character referees can only be accepted if you have not had two previous employees. Relatives, friends or testimonials will not be accepted.

Application forms and any supporting documents should be returned to:

Headteacher
Worthing High School
South Farm Road
Worthing
West Sussex
BN14 7AR

Electronic applications will be accepted via email at vacancies@worthinghigh.net.

If you have not heard after the date for shortlisting you must regrettably assume that you have not been successful.

At Worthing High School we are committed to safeguarding and all applicants must be willing to undergo screening, including checks with past employers and the Disclosure and Barring Service. If you are successful in your application you will be subject to such a check before the appointment is confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

If you have any queries with regard to the recruitment process please contact Diana Chamberlain, Office Manager, on 01903 237864.

September 2018