



West Hatch High School

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Fax 020 8559 2695 Website: www.westhatch.essex.sch.uk

NON-TEACHING APPLICATION FORM APPLICATION FOR THE POST OF _____

1 Personal details	
Surname	Forenames
Previous name/Maiden name (if applicable)	
Title	DfE No.
Address	
Post Code	
Home phone	Email:
Work phone	Email:
Mobile phone	
2 Present employment	
Present post (title)	Date appointed
	Current Salary
Name of Establishment	
Address	
Post Code	
Telephone No:	Email address:
Notice period:	Reason for leaving:
3 Referees (Both must be past employers but one of these must be your present employer)	
Name	Name
Address	Address
Post code	Post code
Telephone number	Telephone number
Email	Email
Status	Status
Note: (i) Referees will be contacted before interviews. Please let us know if you have any concerns regarding this. (ii) If either of your referees know you by another name please give details. (iii) The School may contact other previous employers for a reference with your consent. (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.	

4 Education

	Dates From To		Qualifications (including grades)
Secondary school, college, further education (pre 16)			
Secondary school, college, further education (post 16)			
Higher education			
Further post graduate study			

5 Previous employment history**(Please enter most recent first including any breaks in service))**

Employer	Position held	Salary	Reason for leaving	Dates From	To

6 Relevant professional development

The most significant features of professional development in the last five years

Title	Organising body	Duration	Dates From	To

7 Interests

8 Please attach a letter of application of no more than 2 sides of A4 in addition to this form

Rehabilitation of Offenders Act, 1974 (Exceptions Order, 1975)

Please note that applicants for teaching posts are not entitled to withhold information about past convictions, 'spent' or otherwise, under the terms of the above Act. The Act made a specific exception in respect of teachers in schools or establishments for further education that involves access to persons under the age of 18 as part of the employee's normal duties.

Do you have any criminal convictions which are not filtered out pursuant to the rehabilitation Act 1974 as amended on 29th of May 2013? Any information may be given on a separate sheet from your application form and will be kept completely confidential. It will be considered only in relation to an application for positions to which the Exception Order applies.

The successful candidate must be able to satisfy an enhanced disclosure check with the Disclosure and Barring Service (DBS)

Declaration: I have read and understood the above statement. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked 'private and confidential' with this application.

Signed Date

Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment.

Applicant's statement

Please delete where applicable.

I am/am not related to any senior member of staff or governor.

I am prepared to undergo a medical examination.

I can produce the original documents of my qualifications.

I confirm that the statements in this application are true.

I understand that canvassing, directly or indirectly, will be a disqualification.

Signature Date

