



WESTMINSTER SCHOOL

EMPLOYMENT APPLICATION FORM

PRIVATE & CONFIDENTIAL

APPLICANT INFORMATION

Position Applied For:

Full Name:
Surname *First names* *First name by which you are known*

CONTACT INFORMATION

Telephone: Email:

Address:
House N° *Street*

City *Country* *Postcode*

PREVIOUS ADDRESS IN PAST FIVE YEARS IF APPLICABLE

PLEASE USE AN EXTRA SHEET IF NECESSARY

Address:
House N° *Street*

City *Country* *Postcode*

National Insurance Number:

Current Salary:

FUTHER INFORMATION AND CAREER HISTORY

Please supply a full history in chronological order (with start and end dates and beginning with the most recent first) of all training/further education, employment, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY.

EMPLOYMENT

Dates	Employment	Reason for leaving

EDUCATION

Date	Qualification	Awarding Body	Grade (if applicable)

EXISTING CONTACTS WITHIN THE SCHOOL

Please indicate if you know any existing employees or Governors at the School and, if so, how you know them.

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REFEREES

Please give details of three professional referees below. **One referee must be your current or most recent employer.** Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

We reserve the right to contact any of your previous employers.

Referee 1

<i>Name</i>	<i>Job title</i>	<i>Relationship to you</i>

Telephone: Email:

Address:

Referee 2

<i>Name</i>	<i>Job title</i>	<i>Relationship to you</i>

Telephone: Email:

Address:

Referee 3

<i>Name</i>	<i>Job title</i>	<i>Relationship to you</i>

Telephone: Email:

Address:

Please specify how you found out about this opportunity:

DECLARATION

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body and

EITHER

I have no convictions, cautions or bind-overs

OR

I have attached details of convictions, cautions or bind-overs in a sealed envelope marked confidential

Signature:

Date:

DATA PROTECTION

Westminster School asks for personal information from job applicants to assist with the recruitment process. Employees involved with short-listing and appointment will have access to this data. If a candidate is unsuccessful, the application form and any other papers submitted will usually be destroyed six months after the appointment process has concluded. Queries about the processing of personal data should be sent to the school's Bursar by emailing bursar@westminster.org.uk. A more detailed privacy notice can be found on our website here: <https://www.westminster.org.uk/privacy/>