



**WESTMINSTER
UNDER 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:

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/>



WESTMINSTER UNDER SCHOOL

EQUALITY AND DIVERSITY MONITORING FORM

Westminster School wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We require your co-operation to enable us to do this, but filling in this form is voluntary.

Please return the completed form as part of your application. This is confidential and will not be shown to the recruitment panel; it will be used purely for monitoring purposes.

GENDER

Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify:

ARE YOU MARRIED OR IN A CIVIL PARTNERSHIP?

Yes No Prefer not to say

AGE

16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

WHAT IS YOUR ETHNICITY?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller
Prefer not to say

Any other white background, please specify:

Mixed / multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please specify:

Asian / Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please specify:

Black / African / Caribbean / Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please specify:

Other ethnic group

Arab Prefer not to say

Any other ethnic group, please specify:

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY OR HEALTH CONDITION?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please specify:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

WHAT IS YOUR SEXUAL ORIENTATION?

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please specify:

WHAT IS YOUR RELIGION OR BELIEF?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say

If other religion or belief, please specify: