



Brompton-Westbrook Primary School

The Westbrook Trust

Head Teacher: Mrs S. Mason

Kings Bastion, Brompton, Gillingham, Kent ME7 5DQ

Tel: 01634 844152 Email: bromptonoffice@thewestbrooktrust.org



@BWPrimary

APPLICATION FORM – SUPPORT STAFF

STRICTLY CONFIDENTIAL

PERSONAL DETAILS

Post applied for					
Title		Surname		First Name/s	
Previous Surame/s					Email
Telephone (home)					Telephone (work)
Telephone (mobile)					Nat. Ins. No.
Address					

EDUCATION AND TRAINING

University	From	To	Degree (with class)		Date
Secondary Schools / Institutions	O Level / GCSEs		Dates	A Levels	Dates

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Membership of Professional Bodies		
Name of professional body	Level and date of membership	Examination (if appropriate)

CAREER HISTORY

(Please include full and part-time and paid and unpaid work and experience after the age of 18. Include commercial experience, raising a family and volunteering. Begin with your most recent employment)

From month year	To month year	Employer or school name, address, business or activity	Position held	Salary	Full or part time	Reason for leaving

IN SERVICE TRAINING (Relevant courses attended in the past 5 years)

Dates	Duration	Title of course	Provider	Qualification (if applicable)

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PSHE education




UNICEF
ALPHA DIVISION
LEVEL 1


Bronze
Eco-Schools
Bronze Award


LOTTERY FUNDED


SCHOOL
GAMES
BRONZE


ARMED FORCES
COVENANT
EMPLOYER
RECOGNITION
SCHEME
BRONZE AWARD


Brompton
Sunshines

Do you have a current, driving licence?	YES	NO
Do you have endorsements?	YES	NO
Do you have access to a car?	YES	NO

APPLICANT STATEMENT

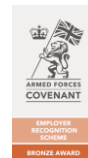
(Use the person specification provided to guide you in preparing a statement of no more than 500 words. Include details of relevant skills and knowledge, with examples, for the post and refer to both employment and experiences outside the workplace).

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SPECIFIC REQUIREMENTS (Please describe any specific requirements you have that will enable you to attend the selection process e.g. wheelchair access)

REFERENCES (Two referees are required and one must be your present or most recent employer. If you do not include your present or most recent employer, we reserve the right to request one. References will be requested before interview unless you indicate that otherwise)

Name	Position	Address

No additional information provided will be considered as part of this selection process

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PROTECTION OF CHILDREN

Disclosure of criminal background of those with substantial access to children is required

Have you ever received a reprimand, formal warning, caution or been convicted of a criminal offence? (Answering YES does not necessarily ban you from appointment).		YES	NO
If you have answered YES, please give details. (The post for which you are applying is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1947 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order (as amended). A subsequent offer of appointment will be dependent upon the completion of a satisfactory enhanced criminal disclosure application form)			
Date	Offence	Sentence	

DISCLOSURE OF RELATIONSHIPS

Are you related by marriage, cohabitation or blood to any member of the school's trustees or directors?		YES	NO
Name	Position	Relationship	

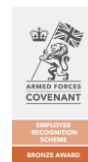
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DECLARATION

I DECLARE THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND COMPLETE. I UNDERSTAND THAT IF IT IS SUBSEQUENTLY DISCOVERED THAT INFORMATION IS FALSE OR MISLEADING OR IF ANY INFORMATION IS WITHHELD OR IF I HAVE CANVASSED MY APPLICATION, IT MAY LEAD TO DISQUALIFICATION OR, IF I HAVE BEEN APPOINTED, I MAY BE DISMISSED

Signed

Date

REHABILITATION OF OFFENDERS ACT 1974

We ask for details of any unspent criminal convictions you may have. If you have an unspent criminal conviction we will look at it in relation to the job you have applied for before making a decision. We will treat it in the strictest confidence. Failure to disclose any 'unspent' or 'spent' (if relevant) convictions may result in the offer of employment being withdrawn. If already appointed you could be dismissed without notice.

There are specific job categories which are exempt under the provisions of the Act. This means that you must declare 'spent' or 'unspent' convictions for work in these categories. If you are applying for a job in any of the following categories, you **MUST** disclose all details of any caution or criminal offence:

- Work involving access to children, for example, school based staff, Youth Service etc.
- Work involving the provision of services to persons under the age of 18 which includes social services, care, leisure and recreational facilities and the provision of accommodation
- Work involving the provision of social services to persons:
 - over the age of 65
 - suffering from serious illness or mental disability of any description
 - addicted to alcohol or drugs
 - who have a sensory impairment
 - who are substantially and permanently disabled by illness, injury or congenital deformity.

Any information you give will be strictly confidential.

REHABILITATION PERIODS

The following sentences are deemed as never being 'spent' and **MUST** be declared:

- imprisonment for life;
- imprisonment, youth custody, detention in a young offender institution, or corrective training for a term exceeding 30 months;
- preventive detention;
- detention during Her Majesty's pleasure or for life or under s.205(2) or (3) of the Criminal Procedure (Scotland) Act 1975, or for a term exceeding 30 months passed under s.53 of the Children and Young Persons Act 1993 (young offenders convicted of grave crimes), or under the Act of 1975 (detention of children convicted on indictment), or a corresponding court martial punishment;
- custody for life

The following list includes sentences which are subject to rehabilitation under the Rehabilitation of Offenders Act :

For a sentence of imprisonment, or youth custody or detention in a young offenders' institution, or corrective training for a term exceeding 6 months but not exceeding 30 months	10 years
For a sentence of imprisonment, or youth custody or detention in a young offenders' institution, or corrective training for a term not exceeding 6 months	7 years
For a sentence of imprisonment of 6 months or less	7 years
For a sentence of borstal training	7 years
For a fine or other sentence (eg a community service	5 years

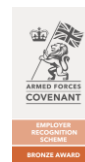
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order) for which no other rehabilitation period is prescribed	
For an absolute discharge	6 months
For a probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Person Acts (and their equivalents in Scotland)	1 year, or until the order expires (whichever is the longer)
For detention by direction of the Home Secretary: From 6 months to 2.5 years From 6 months or less For a detention centre order not exceeding 6 months For a remand home order, an approved school order, or an attendance order	5 years 3 years 3 years The period of the order and a further year after the order expires.
For a hospital order under the Mental Health Acts	The period of the order plus a further two years after the order expires five years from the date of conviction whichever is the longer
The following rehabilitation periods are for specific types of military punishment, with these rehabilitation periods being halved for offenders under the age of 17 at conviction.	
For cashiering, discharge with ignominy or dismissal with disgrace	10 years
For simple dismissal from the service	7 years
For detention	5 years

EQUALITY AND DIVERSITY MONITORING (The information that you provide on this form will be used for monitoring and will not be used for any other purpose or stored electronically. Information will be used in aggregate form only)

Age?	20-29	30-39	40-49	50-59	60-69	70-79	80+	I do not want to answer this question
Do you have caring responsibilities?						YES	NO	I do not want to answer this question
Do you consider yourself to be disabled?						YES	NO	I do not want to answer this question
Physical?	Mental health?	Memory?	Long standing condition?	Sensory impairment?	Learning difficulty?	Visibly different?	Other?	I do not want to answer this question
Gender		Male?	Female?	I do not want to answer this question				
Marital Status	Marital or civil	Married or civil	Widow or widower?	Single?	Divorced or partnership	Separated?	I do not want to	

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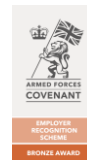
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	partnership status?	partnership?			dissolved?		answer this question	
Race and Ethnicity	British?	Irish?	White other?	Multi-ethnic?	Asian?	Black?	Other?	I do not want to answer this question
Religion	Agnostic?	Atheism?		Buddhist?	Christian?		Hindu?	
Humanist?	Jewish?	Muslim?		Pagan?	Sikh?			I do not want to answer this question
Sexual orientation	Bisexual?	Gay man?	Gay woman?	Heterosexual?		Other?		I do not want to answer this question

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