

JOB APPLICATION FORM



Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification.

Please ensure the finished form is returned by the closing date to the address given at the end of the form. Please either type directly in this form using *Microsoft Word* or print out and complete the form in black ink.

GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates.

POSITION APPLIED FOR:

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Where did you see this post advertised?

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I. APPLICANT'S DETAILS

| Title: | Surname: | First name: |
|--------|----------|-------------|
| | | |

Home address:

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POST CODE:

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Telephone nos: *please include full STD code*

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|--------------------------|
| Home: |
| Work: |
| Mobile (where possible): |

email address (where possible):

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Nationality

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Is there anything concerning your medical history or state of health that is relevant to your application?

Yes*/No

**If you answer Yes please refer to the Equality of Opportunity Questionnaire enclosed*

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Are there any restrictions regarding your employment? e.g do you require a Work Permit? If so, state whether you currently have permission to work in the UK.

Yes*/No

**If you answer Yes please supply details on a separate sheet of paper*

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How much notice do you need to give to your current employer?

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2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience / skills*. In presenting your employment, please explain any gaps in your employment record. A single chronological record of all employment, training, periods of unemployment etc is the most helpful presentation.

1. Current/most recent employer/organisation

| | | |
|--|-------|-----|
| Name: | | |
| Address: | | |
| Nature of organisation: | | |
| Job Title: | From: | To: |
| Brief description of role/responsibilities and salary: | | |
| Reason for leaving/changing: | | |

2. Employer/organisation

| | | |
|--|-------|-----|
| Name: | | |
| Address: | | |
| Nature of organisation: | | |
| Job Title: | From: | To: |
| Brief description of role/responsibilities and salary: | | |
| Reason for leaving/changing: | | |

3. Employer/organisation

| | | |
|--|-------|-----|
| Name: | | |
| Address: | | |
| Nature of organisation: | | |
| Job Title: | From: | To: |
| Brief description of role/responsibilities and salary: | | |
| Reason for leaving/changing: | | |

4. Employer/organisation

| | | |
|--|-------|-----|
| Name: | | |
| Address: | | |
| Nature of organisation: | | |
| Job Title (and salary): | From: | To: |
| Brief description of role/responsibilities and salary: | | |
| Reason for leaving/changing: | | |

5. *EXPERIENCE / SKILLS*

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sides of A4 paper.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills, abilities and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. Please include why this particular role is of interest to you and describe your connection (if any) with Steiner Waldorf Education, and your understanding of it.

6. *OTHER INFORMATION*

Please provide any other information which you think is relevant to your application.

7. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. Testimonials or references from friends and relatives are not acceptable. Our policy is to take up references in all cases. All appointments will be made subject to satisfactory references and employment checks, which will include contacting previous employers. We reserve the right to approach additional referees or employers to carry out a thorough background check.

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|---|
| 1. Name: |
| Position: |
| Organisation: |
| Address: |
| Email Address: |
| Tel: |
| Can we take up references prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Name: |
| Position: |
| Organisation: |
| Address: |
| Email Address: |
| Tel: |
| Can we take up references prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/> |

8. CRIMINAL CONVICTIONS

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| <p>Do you have any criminal convictions? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes please give details on a separate sheet, in a sealed envelope marked confidential. The post 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.</p> <p>Are you, disqualified from working with children, or subject to sanctions imposed by a regulatory body?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes please give details on a separate sheet, in a sealed envelope marked confidential.</p> <p>To the best of your knowledge, is anyone living or working in your household (this includes family, lodgers, house-sharers, household employees) disqualified from working with children under the Regulations, or subject to sanctions imposed by a regulatory body?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have answered YES to any of the 2 questions above you should provide details on a separate sheet, in a sealed envelope marked confidential.</p> <p>A Disclosure will be requested from the Criminal Record Bureau at Enhanced level for the successful applicant for any post. All applicants are therefore asked to inform the school of any matters that may appear in such a Disclosure so that they can be fully considered at an early stage of the selection procedure. A criminal record is not necessarily a bar to obtaining a position at the school; each case will be carefully considered on its merits if full disclosure of relevant details is made in the Application. Note that no items may be treated as 'expired', as posts involving contact with children are exempt from the relevant statute.</p> <p>Cardiff Steiner School is an equal-opportunity employer and does not discriminate against those with prior criminal convictions in making employment decisions, except in so far as the convictions known to the school are such as to make the person concerned unsuitable for the work involved in the post. In particular, any offence which results in the person being listed by the Department for Education and Skills or the Department of Health as unsuitable for work involving contact with children will be an absolute bar to employment by the School in any capacity.</p> |
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9. DECLARATION AND SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge.

[If completing the form electronically please type your name and date below and check the box that verifies you are the person signing the application:]

.....
Signed

.....
Date

I verify that I am the person signing the declaration

By signing and returning this application form you consent to Cardiff Steiner School using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for completing the form. Please print your completed form and return it - together with your completed Equality of Opportunity Questionnaire **by the deadline** - to:

Miranda Knight, School Administrator, Cardiff Steiner School, Hawthorn Road West, Llandaff North
Cardiff CF14 2FL

(029) 2056 7986 ask@cardiffsteiner.org.uk www.cardiffsteiner.org.uk