Nant-y-Cwm Steiner School

Job Application Form

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| **Title of post applied for:** Click here to enter text. |

Before completing this form, please read the accompanying job description. Please write clearly in black ink or type.

**1. PERSONAL DETAILS** (BLOCK CAPITALS PLEASE)

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| Preferred title Choose an item.: Surname: Click here to enter text.Former name(s): Click here to enter text.Forenames: Click here to enter text. |
| Address: Click here to enter text.Post Code: Click here to enter text.  |
| Telephone No:Mobile number: | Click here to enter text.Click here to enter text. | E-Mail address: | Click here to enter text. |
| Nationality: | Click here to enter text. | If you are not a British passport holder or you do not have the permanent right to remain in the UK; you will require a work permit.  |
| Do you need a work permit to be employed in the UK? Choose an item. | If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)  |
| Where did you learn of the post?  | Click here to enter text. |
| Please notify us of any dates you are unavailable for interview: |
| Enter a date. | Enter a date. | Enter a date. | Enter a date. | Enter a date. |

**2. EMPLOYMENT HISTORY
Please give details of your current or most recent employment.**

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| Post Title: Click here to enter text. | From : Enter a date. | To: Enter a date. |
| Employer Name/School/ Establishment: Click here to enter text. |
| Salary / Grade: Click here to enter text. |
| Full time / Part Time: Choose an item. | Period of Notice: Click here to enter text. |
| Reason for Leaving: Click here to enter text. |
| Description of Key duties, responsibilities and results:Click here to enter text. |

**3. PREVIOUS EMPLOYMENT HISTORY
Please give reasons for any gaps in your employment history.**

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| **Name:** Click here to enter text. | **Job Title:** Click here to enter text. |
| **Address:** Click here to enter text. | **County:** County. |
| **PostCode:** PC | **Start Date:** Date. | **End Date:** Date. |
| **Brief Description of Duties:** Click here to enter text. |

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| --- | --- |
| **Name:** Click here to enter text. | **Job Title:** Click here to enter text. |
| **Address:** Click here to enter text. | **County:** County. |
| **PostCode:** PC | **Start Date:** Date. | **End Date:** Date. |
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| --- | --- |
| **Name:** Click here to enter text. | **Job Title:** Click here to enter text. |
| **Address:** Click here to enter text. | **County:** County. |
| **PostCode:** PC | **Start Date:** Date. | **End Date:** Date. |
| **Brief Description of Duties:** Click here to enter text. |

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| **Reasons for any gaps in employment history:** Click here to enter text. |

**4. RELEVANT SKILLS AND EXPERIENCE**

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| Please use this space to explain why you are applying for the position and how your experience (paid or unpaid), personal qualities and skills make you a suitable candidate. Please refer to the person specification and job description. Click here to enter text. |

**5. EDUCATION / QUALIFICATIONS
If you are invited to interview you will be asked to provide original copies of your qualifications for inspection.**

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| Click here to enter text. |

**TRAINING AND DEVELOPMENT
Please provide details of all relevant training and development undertaken in the last three years.**

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| Click here to enter text. |

**FOR THIS POSITION. INCLUDE AN OUTLINE OF YOUR CONNECTION TO, AND UNDERSTANDING OF ANTHROPOSOPHY AND STEINER WALDORF EDUCATION.**

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| Click here to enter text. |

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| To comply with the equality act 2010 we have not requested information about your sickness absence record. You should therefore be aware that regular attendance at work is an essential requirement of this role and we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position. |

**7. REFEREES
Please supply details of three referees. Two must be a person who has known you in a professional capacity.**

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| **REFEREE 1**  |
| Full Name & Title: Click here to enter text. |
| Address: Click here to enter text.Post Code: Click here to enter text. |
| E-Mail address: Click here to enter text. |
| Position:Click here to enter text. |
| Please state if we may obtain this reference prior to interview. Choose an item. |

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| **REFERREE 2** |
| Full Name & Title: Click here to enter text. |
| Address: Click here to enter text.Post Code: Click here to enter text. |
| E-Mail address: Click here to enter text. |
| Position:Click here to enter text. |
| Please state if we may obtain this reference prior to interview. Choose an item. |

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| **REFEREE 3**  |
| Full Name & Title: Click here to enter text. |
| Capacity in which you know : Click here to enter text. |
| Address: Click here to enter text.Post Code: Click here to enter text. |
| E-Mail address: Click here to enter text. |
| Position:Click here to enter text. |
| Please state if we may obtain this reference prior to interview. Choose an item. |

**8. CRIMINAL RECORDS BUREAU DISCLOSURE**

**Criminal convictions**

Have you ever been convicted of a criminal offence? Choose an item.

Is the offence ‘spent‘ as defined by the Rehabilitation of Offenders act 1974? Choose an item.

Do you have a criminal conviction which is ‘unspent’ Choose an item.

Or pending against you? Choose an item.

I confirm I am not included on the list (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by the regulatory body. I certify that the information is true to the best of my knowledge

**POLICY ON RECRUITMENT OF EX-OFFENDERS**

**Nant-y-Cwm 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. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.**

**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.**

**Please include a copy of any convictions in a separate envelope with your application form, this will not be seen by the interview panel until after the selection process has been completed.**

**9. DECLARATION**

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| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.  |
| Signature:  |  | Date: Click here to enter a date. |
| Name:  | Click here to enter text. |
| The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 2018 and will be processed solely in connection with recruitment. |

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| Please send completed forms by email to: **info@nant-y-cwm.co.uk** or post to: Administrator  Nant-y-Cwm Steiner School Llanycefn Clynderwen Pembrokeshire SA66 7QJ  |

**ADDITIONAL INFORMATION**

**You can use this area if you run out of space on the application form. You can also use it to give any additional information you think necessary.**

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| Click here to enter text. |