

**Nant-y-Cwm Steiner School
Job Application Form**

Title of post applied for:

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

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Preferred title:

Surname:

Former name(s):

Forenames:

Address:

Post Code:

Telephone No:

E-Mail address:

Mobile number:

Nationality:

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? Yes \ No

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?

Please notify us of any dates you are unavailable for interview:

2. EMPLOYMENT HISTORY

Please give details of your current or most recent employment.

Post Title:	From :	To:
Employer Name/School/ Establishment:		
Salary / Grade:		
Full time / Part Time (circle option)	Period of Notice:	
Reason for Leaving:		
Description of Key duties, responsibilities and results:		

3. PREVIOUS EMPLOYMENT HISTORY

Please give reasons for any gaps in your employment history.

Name:	Job Title:	County:
Address:		End Date:
PostCode:	Start Date:	
Brief Description of Duties:		

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Address:		End Date:
PostCode:	Start Date:	
Brief Description of Duties:		

Reasons for any gaps in employment history:

4. RELEVANT SKILLS AND EXPERIENCE

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.

5. EDUCATION / QUALIFICATIONS

If you are invited to interview you will be asked to provide original copies of your qualifications for inspection.

TRAINING AND DEVELOPMENT

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

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

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.

REFEREE 1
Full Name & Title:
Address:
Post Code:
E-Mail address:
Position:
Please state if we may obtain this reference prior to interview. Yes \ No

REFEREE 2
Full Name & Title:
Address:
Post Code:
E-Mail address:
Position:
Please state if we may obtain this reference prior to interview. Yes \ No

REFEREE 3
Full Name & Title:
Capacity in which you know :
Address:
Post Code:
E-Mail address:
Position:
Please state if we may obtain this reference prior to interview. Yes \ No

8. CRIMINAL RECORDS BUREAU DISCLOSURE**Criminal convictions**

Have you ever been convicted of a criminal offence? Yes \ No

Is the offence 'spent' as defined by the Rehabilitation of Offenders act 1974? Yes \ No

Do you have a criminal conviction which is 'unspent' Yes \ No

Or pending against you? Yes \ No

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

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:

Name:

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.

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.