

Norwich Steiner School

Hospital Lane, Norwich, NR1 2HW, 01603 611175

JOB APPLICATION FORM

Thank you for applying to work with us in the Norwich Steiner School.

Norwich Steiner School and Kindergarten are committed to safeguarding and promoting the welfare of children and expects all staff, trustees, and volunteers to share this commitment.

In accordance with this organisation's Policy for Safe Recruitment Procedures to Safeguard Children, we require you to complete all of the sections in this application form.

VACANCY:

The Job vacancy is for

AVAILABILITY:

The position is available from.....

PERSONAL DETAILS:

Full name (including title)

Details of former names if applicable:.....

Current home address including postcode:

.....

.....

Telephone numbers: Home..... Mobile.....

Date of birth:..... Nationality:.....

PERMISSION TO WORK IN THE UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

YES/NO

If you are successful in your application, would you require permission to work in the UK?

YES/NO

PLEASE ENCLOSE YOUR CURRICULUM VITAE (CV).

QUALIFICATIONS:

Please provide details of any qualifications held, particularly those relevant to the post for which you are applying. Continue on a separate sheet if necessary.

Date (month & year)	Qualification	Institution/Awarding Body
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EMPLOYMENT:

Who is your current (or most recent) employer?

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Address:.....

.....

What is/was your job?

.....

How long have you been with your current employer?.....

PREVIOUS EMPLOYMENT:

Please include a full employment history, accounting for all gaps, including holidays or travelling, particularly to other countries. Continue on separate sheets as necessary:

Start Date: (mm/yyyy)	End Date (mm/yyyy)	Job Title, Role and Responsibilities:	Employer's name and address

COVERING LETTER

Please write a covering letter explaining what particularly appeals to you about this post and working as a member of staff at Norwich Steiner School. Include information about yourself that you have not mentioned that is relevant to this post, you may wish to refer to the Job Description. Please include any details of special interests or skills you have, and tell us about a particularly relevant part of your biography. Explain why you consider that you are particularly suited to this post.

REFEREES:

We need details of three referees, two professional and one personal. At least one referee needs to be from your current or last employer. We may wish to contact all of your referees before offering you this position. The appointments will only be confirmed subject to receipt of satisfactory references. **Please indicate (YES/NO) if we may contact the referees below before offering you an interview.**

1st Referee:

Full Name:

Address:

Tel. No.

Email address:

3rd Referee:

Full Name

Address:

Tel No:

Email address:

2nd Referee:

Full Name:

Address:

Tel. No:

Email address:

OTHER RELEVANT INFORMATION:

1. Suitability of Working with Children.

The position for which you are applying is a position of trust in the organisation and may involve some access to children – it is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore asked to declare ALL pending prosecutions, convictions and any cautions or bind-over’s, even if they would be otherwise regarded as spent under this Act.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the interview team considers that the conviction renders you unsuitable for appointment. However any offence, which has resulted in you being listed as being unsuitable for work involving contact with children by the Dept. of Children Schools and Families, or any other HM Government Dept. will be an absolute bar to employment by this organisation in any capacity.

Other criminal offences will be looked at in the light of the details and through discussions with yourself. The nature of the offence, how long ago, and what age you were when it was committed will be taken into consideration. The information you give will be treated in confidence.

In line with our Safe Recruitment Procedure, we are required to confirm the identity, collect references and carry out Enhanced checks with the Disclosure and Barring Service (formerly CRB check) and check via the DfE on any current prohibitions, restrictions or sanctions imposed by the Secretary of State before a person is allowed to commence a post. Overseas checks will also be required as necessary. These checks are to ensure that those adults who work with children in our school are both safe and appropriate to be working with those children.

Failure to declare a pending prosecution, conviction, caution or bind-over may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.

Having read the above, please disclose all pending prosecutions, convictions, cautions or bind-overs. Continue on a separate page if necessary.

.....
.....

Please sign and date on the line below to confirm that you have read and understood this section above:

Signature.....Date.....

2. About your health

Are you in good health, both physical and mental, at present? YES/NO

Please note that if you are offered the post, the school will require you to complete a confidential medical report in order to confirm that you are fit to do the job.

Please also be aware that it is the school’s policy to refer staff or potential staff to an Occupational Health doctor or other specialist if there are any concerns about that persons health or ability to do their role because of their health.

DECLARATION:

Please read the declaration below and sign the form.

I understand that the appointment, if offered, will be subject to the information given on this form being correct.

I give my consent to the details provided on this form, in my covering letter, cv and any other information that I provide or is provided about me to be processed as part of the recruitment process for this role.

Signature:

Date:

Thank you for taking the time to complete this form. Once completed, please return this application form in a sealed envelope marked **“Private & Confidential”** to:

Norwich Steiner School
Hospital Lane
Norwich
NR1 2HW

Although we still require a paper copy, we would be grateful if applications can also be sent electronically to sandie@norwichsteinerschool.co.uk