### 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 is 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: | Kindergarten Assistant |

|  |  |
| --- | --- |
| **AVAILABILITY** | |
| The position is available from: | Start date September 2025 |

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| Full name (including title): |  |
| Details of former name(s) if applicable: |  |
| Current home address  (including postcode): |  |
| Telephone number Home: |  |
| Telephone number Mobile: |  |
| Email address: |  |
| Date of Birth: |  |
| Nationality: |  |
| National Insurance Number: |  |

|  |  |
| --- | --- |
| **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 |

**QUALIFICATIONS:**

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

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| --- | --- | --- |
| **Date** :  (**MM/YYYY**) | **Qualification**: | **Institution/Awarding Body**: |
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**EMPLOYMENT:**

|  |  |
| --- | --- |
| Who is your current or last employer? |  |
| Address: |  |
| What is/was your job? |  |
| How long have/had  you been with this employer? |  |

**EMPLOYMENT HISTORY:**

Please include a full employment history (starting with the most recent), accounting for all gaps, including holidays or travelling, particularly to other countries. Please ensure dates are in required format of Month/Year.

(Further rows may be added or continue on separate sheets as necessary).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date:  (MM/YYY) | End Date:  (MM/YYY) | Job Title, Role and Responsibilities: | Employer’s name and address: | Reason for leaving job (please state whether you or the employer ended your post): |
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# COVERING LETTER

Please attach or enclose a covering letter explaining what appeals to you about this post and working as a member of staff at Norwich Steiner School. Include information about yourself that is relevant to the post, as well as any details of special interest or skills you have. Explain why you consider you are suited to this post.

**CURRICULUM VITAE**

Please attach or enclose your Curriculum Vitae (CV).

**REFEREES:**

We need details of three referees, **two professional and one persona**l. At least one referee needs to be from your current or last employer. If you have previously worked in education, we will require a reference from your most recent education employment even if it is not your most recent or current employer.

To ensure safe recruitment, once we have decided to offer you an interview, we will contact your referees in advance of the interview. Is your current employer aware that you are applying for this job? **YES/NO**

If your answer is NO, then we will provide you with **48 hours’ notice before sending for a reference**, to allow you an opportunity to inform your employer of your intention to attend an interview. We will not send for a reference if you let us know before the 48 hours expires, that you wish to withdraw from the application process.

|  |  |
| --- | --- |
| 1st REFEREE (professional) | |
| Full Name: |  |
| Address: |  |
| Tel. No.: |  |
| Email Address: |  |
| 2nd REFEREE (professional) | |
| Full Name: |  |
| Address: |  |
| Tel. No.: |  |
| Email Address: |  |
| 3rd REFEREE (personal) | |
| Full Name: |  |
| Address: |  |
| Tel. No.: |  |
| Email Address: |  |

**OTHER RELEVANT INFORMATION:**

**1. Suitability of Working with Children.**

The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Information on filtering can be found here: <https://www.gov.uk/government/publications/dbs-filtering-guidance>

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 Department for Education, 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 complete the separate Self Disclosure Form provided and place the completed form in a sealed envelope marked with your name, the words confidential, and the word ‘Disclosures’ on the envelope. This envelope will only be opened if you are offered the post. If you are not offered the post, the envelope will be left sealed and its contents will be securely destroyed.**

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

Signed: …………….…………………………………………… Date: ………………………………………………

**3. 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.

DECLARATION:

Please read the following declaration and sign below:

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 in line with GDPR and Safeguarding policies.**

Signature: ……………………………………………………………………… Date: …………………………….………

Print Name: …………………………………………………………………….

Thank you for taking the time to complete this application form.

Once completed, submit it along with a **copy of your CV**, accompanying **covering letter** and **Self-disclosure for Regulated Activity form** and either send signed electronic copies to [wendy@norwichsteinerschool.co.uk](mailto:wendy@norwichsteinerschool.co.uk) or

return the pack in a sealed envelope marked **“Private & Confidential”** to:

Wendy Madelin

Administrative Manager

Norwich Steiner School

Hospital Lane

NORWICH

NR1 2HW