

**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:

Forenames:

Address:

Post Code

Telephone No:

E-Mail address:

Nationality:

If you are not a British passport holder or a European Citizen, 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?

Health – please indicate the standard of your health: excellent  good  poor

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

**2. EDUCATION AND PROFESSIONAL QUALIFICATIONS**

(Original documents as proof of qualification will be required at interview.)

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Other relevant Training Courses.
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**3. WHAT ACTIVITIES OUTSIDE WORK INTEREST YOU? (State any positions held you consider relevant.)**

**4. EMPLOYMENT HISTORY** (most recent first)

Name & address of Employer	Dates		Position held and brief description of duties:
	From	To	

**5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS POSITION. INCLUDE AN OUTLINE OF YOUR CONNECTION TO, AND UNDERSTANDING OF ANTHROPOSOPHY AND STEINER WALDORF EDUCATION.**

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**6. Disability Discrimination Act 1995**

Do you consider yourself to be disabled under the Disability Discrimination Act?	Yes	No
If Yes, are there any adjustments that you think we could make to overcome a disability in relation to the essential requirements of this job?	Yes	No
If Yes, please provide further details:		
If selected for interview, do you require any assistance/adaptations to help you attend?	Yes	No
If Yes, what assistance/adaptations do you require?		

**7. PLEASE SUPPLY DETAILS OF THREE REFEREES. TWO MUST BE A PERSON WHO HAS KNOWN YOU IN A PROFESSIONAL CAPACITY.**

<b>REFEREE 1</b>	<b>REFEREE 2</b>
Full Name & Title:	Full Name & Title:
Address:	Address:
Post Code	Post Code
E-Mail address:	E-Mail address:
Position:	Position:
Please state if we may obtain this reference prior to interview. <b>Yes/No</b>	Please state if we may obtain this reference prior to interview. <b>Yes/No</b>

<b>REFEREE 3</b>
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. <b>Yes/No</b>

**8. CRIMINAL RECORDS BUREAU DISCLOSURE**

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 discussed with the Staffing Mandate 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.

Appointments are made subject to the School's Policy on Recruitment of Ex-offenders, printed below.

**Please state if you have any convictions (including cautions and binding-over orders).**

**YES / NO**

If yes please enclose a sealed envelope with the details of any convictions

**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 1998 and will be processed solely in connection with recruitment.

Only pages 2-5 will be used in the selection process

Please send completed forms by email or post to: **info@nant-y-cwm.co.uk** or

Administrator  
Nant-y-Cwm Steiner School  
Llanycefn  
Clynderwen  
Pembrokeshire  
SA66 7QJ