

## Moorland Waldorf

An initiative of the Eskdale Community Trust for Education

### Job Application Form

**Please fill out all sections of this form.**

- The 'Personal Details' and 'Equalities Information' sections are at the end of the form. When we shortlist applicants, we will detach these sections so that we only judge your application on your qualifications, skills and experience, not on any personal details.
- Please note that a high level of vetting is undertaken on candidates including a DBS (Disclosure and Barring Service) check. The level of Disclosure required for this post is given in the Application Pack.
- Moorland Waldorf is an Equal Opportunities Employer. We welcome all applications and we will judge them solely on the capability of the applicant to carry out the duties of the post.

If you are filling this form out on a computer, you can type your name where a signature is required. You may be asked to sign a paper copy at interview.

Title of post applied for	
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Please write clearly in black ink or type on a computer, adding lines or separate sheets where necessary.

#### 1. PERSONAL DETAILS

Family name:	First names:	
Any previous family name (if different from above)	Preferred title: (Mr, Ms, Mrs etc)	
Address (inc. post code)	Tel no. (landline)	
	Tel.no (mobile)	
	National Insurance Number	
	Email address	
Nationality:		If you are not a British or EU citizen or do not have permanent right to remain in the UK, you will require a work permit
Do you need a work permit to work in the UK?		Please indicate Yes or No
How did you find out about this vacancy?		

## 2. YOUR PRESENT POST

Title of post		Salary p.a.		
Name of employer		Business of employer:		
Address of employer				
Telephone no. of employer:				
If your employer is a school please indicate	Type of school	Age range you teach	Number on role	Full or part-time (%)
Date this employment began		Date ended (if Applicable)		
Please outline your responsibilities, to whom you are responsible and any staff responsible to you (if applicable)				
Period of notice required:				
Please notify us of dates you are available for interview from and including 10 May 2019				

## 3. RELEVANT SKILLS AND KNOWLEDGE

Please outline below your relevant skills, abilities, knowledge, experience which help you meet the person specification for this post. Please give your reasons for applying for this post. Include a description of your connection to and understanding of Steiner Waldorf education. (Max word count 1500)

**4. EDUCATION AND OTHER TRAINING /IN-SERVICE STUDIES**

Please begin with most recent. Use a separate continuation sheet if necessary.

If you are offered a post you may be asked for original evidence of your qualifications on appointment. We reserve the right to approach any education provider to verify your qualifications.

Place of education	From/to	Qualifications obtained

## 5. PREVIOUS EMPLOYMENT

Please begin with most recent (you need not include the details of your current employer given above) and explain any gaps in employment. Use a separate continuation sheet if necessary.

Title of post	Name of employer	From/to

## 6. REFERENCES

One of your referees should be your current or most recent employer. Please note that, in addition to your two nominated referees, your other employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

Please give details of two nominated referees	
Name:	Name:
Job title:	Job title:
Address:	Address:
Tel no. (inc area code)	Tel no. (inc area code)
Email:	
Relationship to you:	Relationship to you:
Please note that we may take up references prior to interview. If you would prefer us NOT to do this, please state your reason here:	

## 7. OTHER INFORMATION

## 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 post?	Yes No
If yes, please provide further details:	
If selected for interview, do you require any assistance/adaptations to help you to attend?	Yes No
If yes, what do you require?	

## Criminal records, convictions, cautions etc.

Please read this information carefully then answer the three questions below.

- Moorland Waldorf will require a DBS (Disclosure and Barring Service) check for all candidates. The level of disclosure required is shown in the Application Pack.
- Jobs working with children are exempt under the Rehabilitation of Offenders Act (1974) by virtue of an amended Exceptions Order. This means that you cannot withhold information about any spent or unspent convictions in applying for this post. You are also asked not to withhold information about cautions, reprimands, final warnings, bans and other non-conviction information such as police enquiries and pending prosecutions.
- Checks may also be made with Local Authority Child Protection Registers where you have lived in the past. In applying for this post you are giving permission for such Registers to be checked and for the local authorities concerned to share relevant information with us for the purpose of your application for employment. You are also giving permission for past employers to be contacted regarding this application for employment.
- Shortlisted applicants will be asked to bring **proof of identity** with them to their interview e.g. current passport or new-style driving licence, plus at least one item of address related evidence such as a utilities bill.
- If your application is successful, a provisional offer of employment will be made while we initiate a DBS check, follow up references and confirm your qualifications. We may also carry out other vetting procedures as described above.
- You will receive your own copy of the results of the check directly from the DBS, and the school will receive its own copy of the results simultaneously.

**You must answer these questions:**

1) Do you have a criminal record or have you ever been banned from working with children (up to 18) or vulnerable adults?

Yes No

2) Have you ever been the subject of any proven or unproven investigation(s), complaint(s) or the like in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity or carried out privately?

Yes No

If you answer 'yes' to either of these questions and you are shortlisted, the panel will discuss this at interview. You may wish to provide documentation that explains the circumstances of your situation.

It is important to note that your application will be treated on its merits. A criminal record is not necessarily a barrier to employment. It will be weighed according to relevance and the circumstances and background to your record.

3) Are you currently subject to a ban under either the Protection of Children Act 1999; Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000?

Yes No

**Statement: I confirm that I have read and understand the above provisions.**

Signed.....

Date.....

#### DECLARATION

**I declare that the information given in tis application 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:

**Full name:**

The information provided by you, as an applicant, on this form 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.

If filling this form out electronically you can type your name where a signature is required. You may be asked to sign a paper copy at interview.