

## **Application for employment**

*Please complete this form completely and accurately*

Position applied for:

Where did you see this post advertised?

### **Applicant's details**

Title	Surname	Forename
<input type="text"/>	<input type="text"/>	<input type="text"/>

Home Address and Postcode

Telephone Contacts

Home

Work

Mobile

Email Address

National Insurance Number

Nationality

Do you require a work permit?

Yes

No

**Employment, Education and Training**

*Please tell us about your education, other qualifications and all previous employments in chronological order, explaining any gaps in your career history. Include relevant courses which you are currently undertaking.*

*For each section, please start with the most recent.*

**Education**

Establishment Attended	From	To	Qualification/s attained

**Teacher Training** (if relevant to this application)

Establishment Attended	From	To	Qualification/s attained

**Training**

*Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post*

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**Employment record**

*Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so on a separate A4 paper.*

Name of employer:			
Address:			
Job title:			
From		To	
Brief description of duties			
Reason for leaving/changing:			

**Previous Employment**

Name and full address of employer	From	To	Job title	Brief description of duties	Reason for leaving/changing

## SUPPORTING STATEMENT

*Describe briefly how your experience and skills make you suitable for this position. Please continue on a separate A4 paper if necessary*

### 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?

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## References

*Please give details of two people from whom references can be sought. The first referee must be from your current or latest employer*

### Referee 1 (Current or latest employer)

Name of Referee

Organisation

Address

Telephone no. and email address

In what capacity does this referee know you?

May this reference be taken up before interview?

Yes

No

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### Referee 2

Name of Referee

Organisation

Address

Telephone no. and email address

In what capacity does this referee know you?

May this reference be taken up before interview?

Yes

No

### Declaration

I declare that all the information given in this application is true and accurate to the best of my knowledge.

I understand that the School will apply to the Criminal Records Bureau (CRB) for a disclosure and that any appointment will be conditional upon receipt of a satisfactory CRB disclosure and receipt of satisfactory references. I accept that providing deliberately false information could result in my dismissal.

Signature\_\_\_\_\_

Date\_\_\_\_\_

*St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with the Data Protection Act 1998, the information provided on this application form will be used in the recruitment and selection process. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the Application Form will be destroyed after six months. Please send this completed application form to: St Paul's Steiner School, 1 St Paul's Road, N1 2QH London. If you have any queries regarding this application please contact the school on 0207 226 4454. St Paul's Steiner School is an equal opportunities employer and aims to select the right person irrespective of age, religious belief, race, colour, disability sex or marital status.*

### FOR OFFICE USE ONLY:

Application received		Invited for Interview/observation and teaching practice	
Reference 1 requested		Reference 1 received	
Reference 2 requested		Reference 2 received	
CRB applied for		CRB received	
Offer / Rejection sent		Offer accepted/refused	