



*Thank you for downloading an application pack for a vacancy at the South Devon Steiner School.*

There are some things that we would like you to be aware of regarding the application form and submitting an application.

### **Applying for posts at South Devon Steiner School**

So that candidates can be compared fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

### **Completing the Form**

Please complete all sections of the form in full and provide a full work history, including providing details of any periods you were not working. We ask for no more information than we require for the recruitment process. Please supply full referee details in the application form.

### **Data Protection**

We have designed the form to meet with Data Protection requirements. In accordance with the Data Protection Act 1988, information provided during the application process, including the application form, will only be retained for as long as necessary.

**Internal Applicants:** information provided in applying for this post will be kept in your personnel file for the duration of your employment unless you inform us otherwise.

**External Applicants:** we reserve the right to keep information provided on file for up to 12 months for future reference, unless you advise us otherwise, at which point all paperwork will be destroyed.

**Successful applicants:** Your application form and information relating to pre employment checks will be retained in your personnel file for the duration of your employment and for a period of time afterwards, in accordance with data protection law.

### **Disclosure and Barring Service Disclosure**

All successful applicants will be required to hold an Enhanced DBS Disclosure. In certain circumstances we are able to use one that you may already have had done through another institution (CRB or DBS). However, usually a new DBS disclosure is required. Due to our limited resources we are only able to fund the DBS on your behalf provided you hold one or more of the following documents:

- current valid passport
- biometric residence permit (UK)
- current driving licence (UK) (full or provision) - photocard type current valid passport with associated counterpart licence
- birth certificate (UK and Channel Islands) issued at time of birth: full or short form acceptable, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.

If you do not hold *any* of these documents, then a further level of ID checking is required, in which case we would pay for the standard check and the successful applicant would be required to pay for any additional costs incurred.

### **Police checks/Certificate of Good Conduct from Overseas**

If you have lived overseas you will be required to provide a police check or certificate of good conduct from each country you have resided in during the last 5 years (please note that this is currently under review and the school reserves the right to request police checks from countries where you resided more than 5 years ago).

### **Communication**

Applications should be submitted by email (either as a Word document or a pdf) to: [employment@steiner-south-devon.org](mailto:employment@steiner-south-devon.org).

We will acknowledge receipt of applications by email. If you have not received an acknowledgement by email within 24 hours (1 working day) of us supposedly receiving the application, please contact us to check whether your application has been received or not.

We will email and write to invite people to interview and will inform you if you have not been invited to interview once the position has been filled, unless otherwise stated in the advert. The interview process can be lengthy, and please be assured that we will inform you of the outcome of your application as soon as possible.

Hood Manor, Dartington, Totnes, Devon, TQ9 6AB  
Telephone - 01803 897377; email - [employment@steiner-south-devon.org](mailto:employment@steiner-south-devon.org)  
Registered charity No. 286434

## Application form for employment at the school

Updated June 2016

### Personal Details:

Position applied for:			
Closing date:			
Title:	Name:		
Address:			
Postcode:			
Telephone:			
Email:			

### The following are questions to assess your right to work in the UK:

Please give your nationality:

If not British, do you at present have the right to work permanently in the UK?  
**Yes / No**

If you are not a British or EU national, please give full details if you have any conditions related to your employment.

Have you lived outside the UK in the last five years?  
**Yes / No**

If yes, please list the countries where you have lived, with approximate dates.

Dates	Country

**Our school is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment.** If invited to interview, you will be asked bring proof of your identity, including passport and driving licence, if you have them, and a proof of address (such as a utility bill). If your right to work is subject to Home Office confirmation please bring supporting documents. We will ask for an enhanced DBS disclosure. If you have lived abroad in the last five years, we will also ask you to arrange a police check in the country(ies) you have lived in. If you have anything to self disclose, details of how to do this are given towards the end of this form.

**Please give the names and contact details of at least two referees who can comment on your suitability for this position at least one of whom has known you for more than 5 years.**

At least one professional reference should be supplied. One should be your current or most recent employer.

**Note:** if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend. Reference forms are sent to referees in English, but can be completed in English, French, German, Spanish, Portuguese or Hungarian.

A reference from a course tutor is required if this is your first appointment after your training or less than 2 years since completing your training.

Title		
Name		
Position		
Organization		
Capacity in which you know this referee		
How long have you known this referee?		
Address		
Postcode		
Phone		
Email		
Contact before interview?	<b>Yes / No</b>	<b>Yes / No</b>

Please note that we will contact these referees if you are short-listed for this post and seek reference prior to interview wherever possible. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subjected to.

Where did you see this position advertised?

**Education and Qualifications**

Please give details of secondary, further and higher education

Dates (mm/yyyy)				Name and address of School/College/University/ other institution	Qualifications obtained	Grade/ level	Steiner qualification Y/N
From		To					
Mon th	Year	Mon th	Year				

Please give details of any other professional or vocational qualifications you hold that are relevant to your qualification. Please include **First Aid and Safeguarding** training.

Dates obtained	Qualifications obtained	Grade/level	Name of awarding body

***For teaching posts only***Do you hold QTS status? **Yes / No**

If yes, please provide the following information:

Qualification date:

Registration number:

***For all posts*****Other relevant skills:**

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**Employment history**

Please set out in chronological order exact dates of all employment ever held since leaving secondary education, this includes both part-time, volunteering and temporary work.

Please provide start and end dates (month and year) and explanations for periods not in employment, education or training.

Please continue on separate sheet if necessary.

If there are unexplained gaps in employment and/or months and years not included then the School will be unable to consider your application any further.

**Current or most recent employment**

<b>1</b> Job title			
Employer			Location
Current salary			
Start date Month:                      Year:	End date Month:                      Year:		
Reason for change			
Details of duties, responsibilities and achievements			

**Previous employment**

<b>2</b> Job title			
Employer			Location
Start date Month:                      Year:	End date Month:                      Year:		
Reason for change			
Details of main duties			
<b>3</b> Job title			

Employer		Location
Start date Month:                      Year:		End date Month:                      Year:
Reason for change		
Details of main duties		
<b>4</b> Job title		
Employer		Location
Start date Month:                      Year:		End date Month:                      Year:
Reason for change		
Details of main duties:		
<b>5</b> Job title		
Employer		Location
Start date Month:                      Year:		End date Month:                      Year:
Reason for change		
Details of main duties		
<b>6</b> Job title		
Employer		Location
Start date Month:                      Year:		End date Month:                      Year:
Reason for change		
Details of main duties:		

<b>7</b> Job title			
Employer			Location
Start date Month:                      Year:			End date Month:                      Year:
Reason for change			
Details of duties:			

**If there are any gaps in your employment or education history please explain them here** (use as much space as you wish)

<b>Dates</b> (month and year)	<b>Reason for the gap</b>

**Please describe in detail your reasons for applying for this post:**  
(use as much space as you wish)



**Please explain how you see your suitability for this post, demonstrating how your qualifications and experience meet each point in the person specification. Information will be scored against the criteria detailed in the job description.**  
(use as much space as you wish)

## Personal Declarations

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence or bound-over or given a caution?

**Yes / No**

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Recruitment Information – FAO the Employment Officer'.

I understand that if my application is successful I will be required to obtain an enhanced DBS check at the appropriate level.

Do you know of a reason why you would not be able to carry out this role due to health reasons?

**Yes / No**

I confirm that the information provided in this application is true and accurate.

**Signature:**

**Date:**

Please insert a scanned/electronic signature if you are submitting your application by email. If you are unable to insert a scanned signature, you will be asked to sign the application form at interview.

Please return this form to: **employment@steiner-south-devon.org**