

BRISTOL STEINER SCHOOL

REDLAND HILL HOUSE, REDLAND HILL, BRISTOL BS6 6UX
Telephone 0117 933 9990 Fax 0117 933 9999



STAFF APPLICATION FORM

Position applying for:	Closing date:
Personal Details	
Surname: _____ Title: _____	
Forenames _____	
Previous Surnames: _____	
Address: _____ _____	
Telephone Number: _____ Email address: _____	
Mobile Telephone Number: _____ Nationality: _____	
Do you require a work permit? Yes/No (please circle)	

Referees: Please supply the names and contact details of at least two referees who can comment on your suitability for this position. 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.)	
Name of referee: Relationship to you: Position: Name of Organisation: Address: Tel No: Email:	Name of referee: Relationship to you: Position: Name of Organisation: Address: Tel No: Email:

Please note that we will contact referees prior to interview. Also in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection you may have been subject to. **Do you permit contact with your referees prior to interview?** Yes/No

For persons who are not British or EU nationals

If you have any conditions related to your employment in the United Kingdom please give full details:

Personal Declaration

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**

Have you ever had any allegations made against you? **YES/NO**

Have you any prosecutions pending? **YES/NO**

Please give details and refer to attached “Additional Information” document.

I understand that if my application is successful I will be required to obtain a CRB Disclosure at Enhanced level.

Declaration – please read carefully:

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form being processed by the recruitment administration team.

I declare that the information I have given here on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or to my dismissal at any time in the future, and possible criminal prosecution.

Name:

Signed

Date

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

Please note that CVs will not be accepted as part of an application.



Education and qualifications:

Please give details of **Secondary and Further Education** including any “A” levels or equivalent vocational courses.

Dates (mm/yyyy) From: To:		College/other institution	Qualifications obtained & level/grade

Please give details of any **Higher Education** and equivalent courses.

Date (mm/yyyy) From: To:		College/other institution	Qualifications & obtained level/grade	Awarding Body Name

Please give details of other **Professional or Vocational qualifications** you hold that are relevant to your application.

Dates Obtained	Qualification obtained & grade/level	Awarding Body Name

Employment History:

Please complete details of your present and all previous employment as requested below. Please include any part-time or voluntary employment. Continue on a separate sheet if necessary.

Present employment:**Job Title:****Current Salary:****Employed from:****Name and address of employer:****Tel:**

Please give a brief description of current duties, responsibilities and achievements:

Previous employment:

Dates (mm/yyyy)		Name of employer	Job Title and main responsibilities	Reasons for leaving
From:	To:			

If there are any gaps in your employment or education history please explain them here

Personal Statement:

Using the job description and person specification that you have been sent, please demonstrate using examples, your suitability for the position you are applying for. Please include your reasons for applying and interest in the position.

(Please continue overleaf if necessary)

