

JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification.

Please ensure the finished form is printed out, signed, dated and returned by the closing date to the address given at the end of the form. We are unable to accept forms returned as email attachments without a signature.

Please either type directly in this form using *Microsoft Word* or print out and complete the form in black ink.

GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates.

Position applied for:

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| Kindergarten teacher ❑ Kindergarten Assistant ❑ Cover work ❑  Volunteer ❑ Specialised teacher ❑ |
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| --- |
| Where did you see this post advertised? |

1. Applicant’s details

|  |  |  |
| --- | --- | --- |
| Title: | Surname: | First name: |
|  |  |  |

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| --- |
| Home address: |
|  |
| POST CODE: |

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| --- |
| Telephone nos: please include full STD code |
| Home: |
| Work: |
| Mobile *(where possible*): |

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| email address (where possible): |

|  |  |
| --- | --- |
| Nationality |  |

|  |  |
| --- | --- |
| Is there anything concerning your medical history or state of health that is relevant to your application? | **Yes**\*/**No** |

|  |  |
| --- | --- |
| Are there any restrictions regarding your employment? e.g do you require a Work Permit? If so, state whether you currently have permission to work in the UK. | **Yes**\*/**No** \**If you answer Yes please supply details on a separate sheet of paper* |

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| --- | --- |
| How much notice do you need to give to your current employer? |  |

2. 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 in *Section 5: Experience / skills. In presenting your employment, please explain any gaps in your employment record. A single chronological record of all employment, training, periods of unemployment etc is the most helpful presentation.*

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| --- | --- | --- |
| 1. Current/most recent employer/organisation | | |
| Name: | | |
| Address: | | |
| Nature of organisation: | | |
| Job Title: | From: | To: |
| Brief description of role/responsibilities and salary: | | |
| Reason for leaving/changing: | | |

|  |  |  |
| --- | --- | --- |
| 2. Employer/organisation | | |
| Name: | | |
| Address: | | |
| Nature of organisation: | | |
| Job Title: | From: | To: |
| Brief description of role/responsibilities and salary: | | |
| Reason for leaving/changing: | | |

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| --- | --- | --- |
| 3. Employer/organisation | | |
| Name: | | |
| Address: | | |
| Nature of organisation: | | |
| Job Title: | From: | To: |
| Brief description of role/responsibilities and salary: | | |
| Reason for leaving/changing: | | |

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| 4. Employer/organisation | | |
| Name: | | |
| Address: | | |
| Nature of organisation: | | |
| Job Title (and salary): | From: | To: |
| Brief description of role/responsibilities and salary: | | |
| Reason for leaving/changing: | | |

3. Education

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent. Please include details of academic qualifications obtained in school and in further and higher education including grades.

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| --- | --- | --- | --- |
| Name of school/college/ university/training body | Subject studied | Qualification/ Level and Grade | Date gained |
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4. 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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| Training Course | Date |
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5. Experience / Skills

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sides of A4 paper.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills, abilities and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. Please include why this particular role is of interest to you and describe your connection (if any) with Anthroposophy and Steiner Waldorf Education, and your understanding of them.

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6. Other Information

Please provide any other information which you think is relevant to your application.

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1. references

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. Testimonials or references from friends and relatives are not acceptable. Our policy is to take up references in all cases.

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| 1. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| Can we take up references prior to interview? Yes ❑ No ❑ |

|  |
| --- |
| 2. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| Can we take up references prior to interview? Yes ❑ No ❑ |

1. Criminal convictions

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| --- |
| Do you have any criminal convictions? Yes ❑ No ❑  If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.  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 considered 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.  The Children’s Garden 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. In particular, any offence which results in the person being listed by the Department for Education 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. |

1. declaration and signature

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| --- |
| The information supplied in this application form is accurate to the best of my knowledge.    Signed Date |

By signing and returning this application form you consent to The Children’s Garden using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

***Thank you for completing the form.*** Please print your completed form and return- by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** to:

Régine Charrière

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