

Brighton Waldorf School is committed to the safeguarding and promotion of the welfare of all children, young people and vulnerable adults.

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form.

**Job details**

Job title		
Closing date for application		
Work arrangements (select as appropriate)	Full time <input type="checkbox"/> / part time <input type="checkbox"/> / job share <input type="checkbox"/>	
If the post is full-time, would you be prepared to consider working on a job-share basis? (select as appropriate)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
If job-share, please state preferred working arrangements:		

**Personal details**

Surname		
First names		
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Other <input type="checkbox"/>	
Maiden name or previous names		
Address		
Email address		
Correspondence Address (if different from above):		
National Insurance number		
Daytime telephone number		
Mobile		
Home		

**Right to Work in The UK**

Do you have a Right to Work in The UK	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If yes, what type of Permission do you hold	
Have you worked or lived outside the UK for longer than three months in the last 12 months	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If Yes, please list the countries and employer details and residential address during your time outside the UK (including dates)	
Please note that if an Overseas Criminal Record Check is required that the processing of that vetting will be the responsibility of the applicant and only after being fully completed will any period of employment be offered	

**Present employment**

Job title			
Name and address of employer			
Date started current post			
Date commenced with employer			
Salary / wage / benefits			
Notice required			
Briefly describe your present job; its main purpose and your responsibilities:			

**Previous employment**

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with Brighton Waldorf School			
Name & Address	From / To (exact dates)	Position and Salary	Reason for leaving


**Education and qualifications**

From age 11 onwards, and please state whether full (F) or part (P) time			
Name of School, College, University etc	From / To	F/P	Subjects studied (with grades and year taken)

**Training**

This includes Steiner Waldorf Training and Conferences, Government Training Schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.		
Course Title	Organisation	From / To

**Membership of professional institutes**

Please indicate whether membership is by examination		
Institute	Level of membership	Year of Award

**Other Experience**

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order.

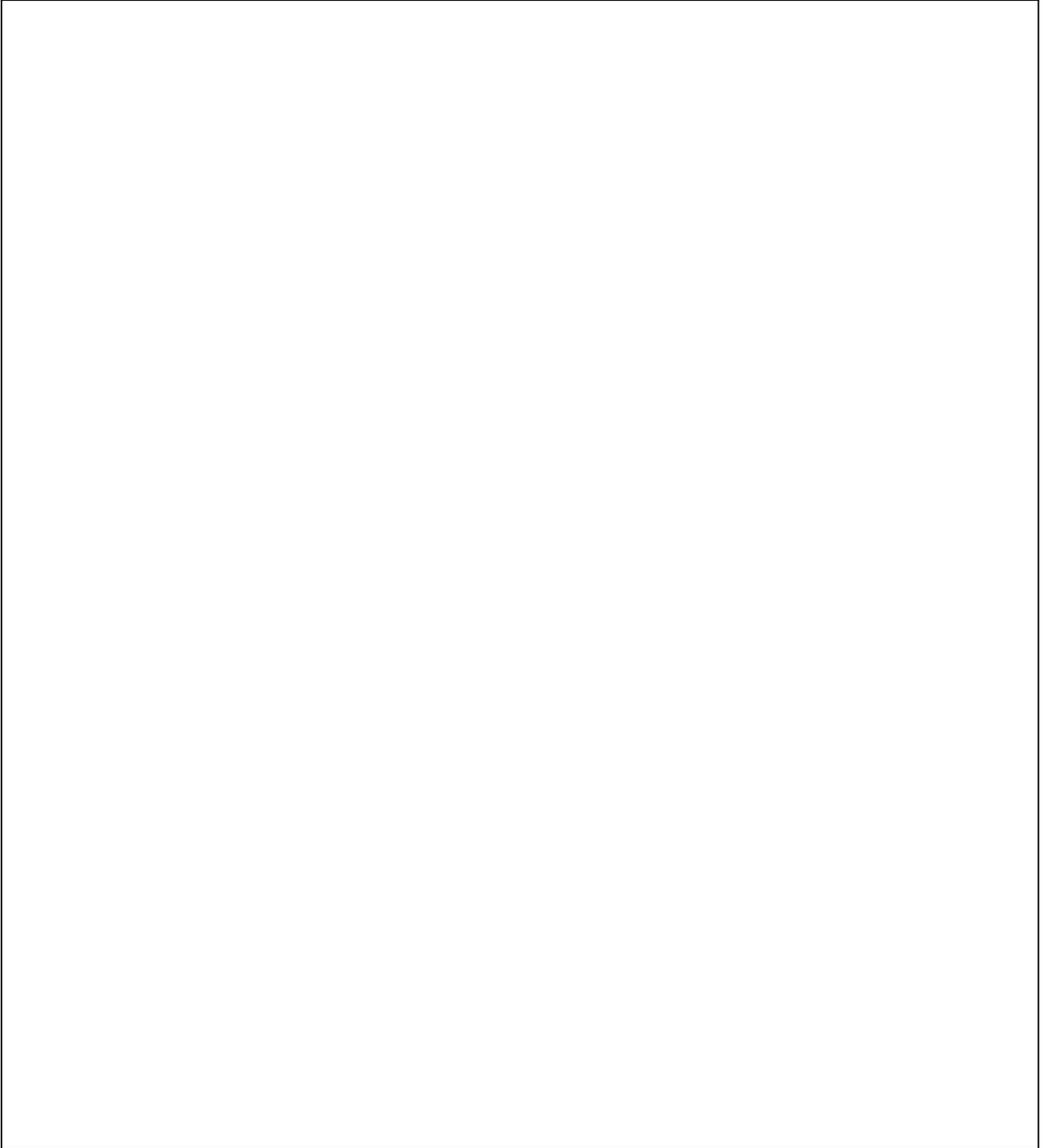
Experience	From / To

**Driving Licence**

<b>Only answer if a full driving licence is an essential requirement of the job.</b>	
Do you hold a current Driving Licence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please state the type of licence you hold	
Do you have any current endorsements? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please specify:	

**Why should we employ you?** Refer to 'Job Description' for job applicants

Please mention any specific skills or experience that meets the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests.



## **Declaration by Applicant**

### **The Working Time Regulations 1998**

#### ***Regulations on Working Time***

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. School working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17 week period.)

Average weekly working hours are limited to 48 hours

Average daily night working hours are limited to 8 hours

Minimum daily, weekly and in-work rest breaks requirements

Minimum requirements for annual leave.

#### ***School Policy and Procedures***

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the School are therefore monitored to ensure that generally, working hours remain well within legal limits.

Employers are required to take 'all responsible steps' to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

#### ***This declaration will not prejudice your application***

Please note:

If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.

If you are selected for interview the implications will be carefully discussed with you. The School may consider it necessary to discuss the situation with your other employer(s) but only with your permission.

Depending on the overall situation and the outcome of discussions with you, the School would have the following options:

not to offer you the appointment

offer the appointment on reduced hours

offer the appointment providing the other work is relinquished (or the hours reduced)

offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

**Employment which you intend to continue if successfully appointed to the post applied for.**

Please complete and sign **either** Section 1 **or** Section 2 below.

**Your application cannot be processed if you do not return this form.**

Please declare **any** other job, whether they are with the County Council, other local authorities, public bodies or with private companies/employers.

<b>Section 1 – No other employment</b>			
<b>I confirm that I do not have any other employment.</b>			
Signature			
Print Name			
Date			
<b>If form has been completed electronically</b> please place an 'x' in this box in place of your signature →			<input type="checkbox"/>
<b>Section 2 – Other Employment</b>			
<b>All other employment that I have is detailed below:</b> Weekly hours must specify total regularly worked (including overtime) Please use 24-hour clock			
<b>Job Title</b>	<b>Weekly Hours</b>	<b>Start Time</b>	<b>End Time</b>
Signature			
Print Name			
Date			
<b>If form has been completed electronically</b> please place an 'x' in this box in place of your signature →			<input type="checkbox"/>

**References**

Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference.

**A job offer will not be made without 2 references.**

If you do not wish us to contact your referees prior to interview, please indicate as shown.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

<b>Present/last employer</b>	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<b>Second referee or course tutor (if applicable)</b>	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>

**Warnings and Disciplinary Issues**

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details requested	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<b>Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.</b>	

Reason for warning	Date	Name/address of employer

### Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) which are not “spent” in accordance with the Rehabilitation of Offenders Act 1974.

For posts that are exempt under the Rehabilitation of Offenders Act 1974:	
Have you ever been convicted of a criminal offence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are there any alleged offences outstanding against you?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
For all other posts:	
Do you have any criminal convictions which are not yet “spent”?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

### Declaration

I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.	
Signed:	
Date	
Print name	
<b>If form has been completed electronically</b> please place an ‘x’ in this box to indicate your consent →	<input type="checkbox"/>
 <b>Data Protection Act 1998 &amp; GDPR 2018</b>  Brighton Waldorf School will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for	

purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see [www.brightonwaldorfschool.org](http://www.brightonwaldorfschool.org)

### **How to return your form**

Please send your completed application form to:

**Brighton Waldorf School  
School Director  
Roedean Road  
Brighton  
BN2 5RA**

**Or via email to [admin@brightonwaldorfschool.org](mailto:admin@brightonwaldorfschool.org)**

If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope.

In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope. We look forward to receiving your application form.