

ALDER BRIDGE ASSOCIATION

Application Form

Thank you for applying to work with us at the Alder Bridge School.

For clarity and to enable us to fulfil our legal obligations, chiefly in relation to child protection, we have assembled some of our initial questions into this standard application form. If you wish to send us one, we would welcome a full curriculum vitae as well.

If you have not received a Job Description for this position please ask us for one before completing this form.

If you need any assistance with completing the form, please feel free to contact our School Administrator.

Please use black ink when completing the form non-electronically.

1 The Job Vacancy

- 1.1 What vacancy are you applying for?
- 1.2 When would you be able to start working with us?
- 1.3 Where did you hear/read about the vacancy?

2 Some personal details

If your application is successful you will be asked for copies of your birth, and possibly marriage, certificates in order for us to verify your identity.

- 2.1 What is your title? (e.g. Mr, Ms, Miss, Mrs, Dr, other)
- 2.2 What is your full name?
- 2.3 Please give details of any former names
- 2.4 What address should we use when writing to you?
- 2.5 What is your home telephone number? Best time to call?
- 2.6 What is your work telephone number? Best time to call?
- 2.7 What is your mobile telephone number? Best time to call?
- 2.8 What is your email address?
- 2.9 What is your date of birth?
- 2.10 What is your nationality?
- 2.11 Do you require a work permit to work in the UK? Yes No

Alder Bridge School, Bridge House, Mill Lane, Aldermaston Wharf, Padworth, Berks. RG7 4JU

Tel: 0118 971 4471 **Fax:** 07092 042631 **Email:** info@alderbridge.org.uk

Web: alderbridge.org.uk

Alder Bridge Association for Steiner-Waldorf Education; Reg. Charity No. 297857; Registered in England No. 2158586

3 Your education and training

If your application is successful you may be asked to provide copies of some of your qualifications.

3.1 What was the name of your last school?

3.2 Did you leave school with any qualifications? If so, please list below the subject, level (GCSE, Baccalaureate etc), grade and the year obtained. If not, please go straight to question 3.3.

3.3 Did you obtain any qualifications after leaving school (e.g. University, college, professional or vocational)? If so, please list below the details of where you obtained the qualification, the subject, the level, the grade and the year obtained. If not, please go straight to question 3.4.

3.4 Are you studying for any qualifications at the moment? If so, please full details below. If not, please go straight to question 4.

3.5 Please provide details of any other relevant training.

4 Your current employment

4.1 Who is your current employer? If you are currently between jobs, please give details of your most recent employer.

Name of organisation:

Address:

Telephone:

Fax:

4.2 What kind of organisation is it and, briefly, what does it do? (e.g. school, business, charity)

4.3 What is your job? Please give a brief outline of your main duties.

4.4 How much are you being paid per year? (including any benefits)

£

4.5 When did you join the organisation?

If you are still working with this organisation, please go straight to question 5. If not, please answer the next two questions (4.6 & 4.7)

4.6 When did you leave the organisation?

4.7 Why did you leave the organisation?

5 Your previous employment

5.1 Please give details of any previous employment (including part-time and voluntary posts). If *you have not had any previous employment, please go straight to question 6.*

Employer:	Position:	From:	To:	Brief outline of duties	Reason for leaving

6 More about yourself

6.1 Is there anything that you would like us to know about you that you have not mentioned on this form so far? You may wish to refer to the Job Description for this position. You might wish to include details of any special interests or skills you have. Or, you may like to tell us about a particularly relevant part of your biography. Please feel free to refer to any skills or experience that you have gained in voluntary work, unpaid work, community activities or from your domestic or family circumstances. Please write freely (as much or as little as you like). Use a separate piece of paper if you wish.

- 6.2 What particularly appeals to you about the prospect of working in this position with us at Alder Bridge Association? Please write freely (as much or as little as you like). Use a separate piece of paper if you wish.

7 Referees

We need details of three referees. At least one referee needs to be from your current or last employer. We like to contact all of your referees before we meet you. If for some reason you would prefer us not to approach them before you visit us, please indicate as such below. All appointments will be made subject to satisfactory references.

1st Referee's full name

Address

Telephone number

Approach before interview?

Yes

No

2nd Referee's full name

Address

Telephone number

Approach before interview?

 Yes No

3rd Referee's full name

Address

Telephone number

Approach before interview?

 Yes No

8 Other relevant information

If the position for which you are applying involves substantial opportunity for access to children – it is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore asked to declare any pending prosecutions, convictions and any cautions or bind-overs even if they would be otherwise regarded as spent under this Act.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the Interview team considers that the conviction renders you unsuitable for appointment. The nature of the offence, how long ago and what age you were when it was committed will be taken into consideration. The information you give will be treated in confidence.

The Association is required to carry out police checks for all successful applicants for positions which will give them substantial unsupervised access, on a sustained or regular basis, to children and will utilise the DFE List 99 procedure for all other positions where the work involved will bring the applicant into regular contact with children.

Failure to declare a pending prosecution, conviction, caution or bind-over may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.

Having read the above please disclose any pending prosecutions, convictions, cautions or bind-overs (if spent, please include if the position you are applying for involves substantial access to children).

9 Declaration

Please read the declaration below before signing and dating the form or returning the form electronically.

I understand that the appointment, if offered, will be subject to the information given on this form being correct.

Signature Date

Thank you for taking the time to complete this form.

We will keep in touch with you to let you know how your application is proceeding. In the meantime, if you have any queries please feel free to contact our School Administrator on 0118 9714471.

Please return the form to us, to arrive no later than the closing date:

By email: recruitment@alderbridge.org.uk

By post: The Personnel Group
Alder Bridge School
Mill Lane
Padworth
Reading
RG7 4JU

By fax: 07092 042631