

STAFF APPLICATION FORM

Application for the post of:

Closing date for application:

When completed please return this form to: **Human Resources, Michael Hall School, Kidbrooke Park, Priory Road, Forest Row RH18 5JA** or by email to HR@michaelhall.co.uk

Tel: (01342) 822275, Fax: (01342) 826593

IMPORTANT NOTE - (Please read)

You must complete all parts of the form. We will not accept C.V.s on their own, or accompanied by a partly completed application form.

If you are completing this application electronically, you will be asked to sign the form if you are invited to an interview.

If you would like confirmation by post of the safe receipt of this application form, please enclose a stamped, self-addressed envelope.

If you do not hear from the school within two weeks of the closing date, your application has been unsuccessful.

SECTION A - Personal Details

How would you like to be addressed: Mr/ Mrs/ Miss/ Ms (delete as appropriate)

Forename(s):

Surname:

Address:

Postcode:

Contact Telephone Numbers: Home:

Mobile: E-Mail:

Nationality:

Do you need a work permit to work in the UK?

If so, state whether you currently have permission to work in the UK.

If currently employed, what is your notice period?

Section B - Employment Record

Present or most recent employment:			
Name & Address of Employer:		Job:	
		Length of Service:	
		From:	To:
		Salary/Wages:	
Summary of the duties and responsibilities of the above job:			
Previous Employment:			
Name & Address of Employer:	Dates of Service:	Job Title & Major Elements of Job:	Reason for Leaving:

Section C - Education & Training

If successfully appointed, you will be required to provide original certificates.

Secondary Education			
Certifications Gained	Subject	Grades	Dates

Further Education			
Course Title	Where Attended	Qualifications gained including grades	Dates

Other professional qualifications/ membership to professional bodies- relevant to this application			
Course Title	Where Attended	Qualifications gained	Dates

Section D - Supplementary Information

Reasons for applying, relevant skills and knowledge. Describe why this role is of interest to you.

Relevant skills, abilities and expertise. Describe the relevant skills, abilities and expertise that you could bring to the role for which you are applying.

Section E - Anthroposophy & Steiner Waldorf Education

Anthroposophy and Steiner Waldorf education. Describe your connection (if any) with anthroposophy and Steiner Waldorf Education, and your understanding of them.

Section F

References

Any offer of appointment will be subject to satisfactory references, please provide the details required below, where possible we would prefer one reference to be your most recent/ current employment.

Referee 1	Referee 2
Name	Name
Relationship to referee	Relationship to referee
Address	Address
Postcode	Postcode
Contact Number	Contact Number
Email address	Email address
Please indicate whether we can contact this person prior to interview.	Please indicate whether we can contact this person prior to interview.

Disclosure and Barring Service. A Disclosure will be requested from the Disclosure and Barring Service 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'.

Do you have any criminal convictions?

Are you barred from working with groups?

If yes to any of the above, please provide further details

Section F cont.

Do you hold a valid UK driving licence?

Where did you see the post advertised?

The information provided by you on this form as an applicant will be stored securely in accordance with the Data Protection Act 1998 and GDPR 2018. It will be processed solely in connection with recruitment and we will not be shared with any third parties unless we legally obliged to. Your personal data will be held in line with the schools Data Retention Policy after which time it will be destroyed securely.

By signing this form you are accepting the terms laid out in the schools Data Protection Policy, Data Retention Schedule, and Privacy Notices all of which are available on the school website. Link <http://www.michaelhall.co.uk/policies>

I can confirm that the information provided on this application form is true to the best of my knowledge.

Signature:

Date: