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| 16022_MoreHouse_Logo_CMYK.jpg | **MORE HOUSE SCHOOL**  **APPLICATION FORM**  Please complete the form electronically in full. The boxes should expand to fit your answers. Please email your application to Julie Forsyth at [bursarmhs@morehousemail.org.uk](mailto:bursarmhs@morehousemail.org.uk) | | | |
| **Post Applied for: Teacher of Music** | | | | |
| **Section 1 – Personal details** | | | | |
| Title: | Forename(s): | | Surname: | |
| Date of birth: | | Home telephone no: | | |
| National Insurance Number | | Teacher Reference Number | | |
| Work telephone no: | | Mobile: | | |
| Home address: | | | | |
| Email address: | | | | |
| Current post: | | | | Current salary: |
| Please list any current employee benefits you receive: | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor of the School or have any other relationship with the School? If yes, please provide details. | | | | |

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| **Section 2 – Educational and Professional Qualifications** (Please start with the most recent) | | |
| **Date** | **Qualification** | **Educational establishment** |
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| **Section 3 – Other qualifications, awards or training relevant to this application (including CPD)** | | |
| **Date** | **Qualification , award or course title** | **Educational establishment or course provider** |
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| **Section 4 – Current / most recent employment** | | | |
| Current / most recent employer’s name and address: | | | |
| Position held: | | Date started: | Date left (if applicable): |
| Description of responsibilities: | | | |
| School type:  Number of pupils:  Age range:  Boarding / non-boarding:  Co-ed / boys / girls: | | | |
| **Section 5 – Career history -** Please list in chronological order, starting with the most recent, all previous posts that you have held, with an explanation for any breaks | | | |
| **Dates from and to:** | **Employer’s name and address:** | | |
| **Position held:** | | |
| **Description of responsibilities:** | | |
| **Reason for leaving:** | | |
| **Dates from and to:** | **Employer’s name and address:** | | |
| **Position held:** | | |
| **Description of responsibilities:** | | |
| **Reason for leaving:** | | |
| **Dates from and to:** | **Employer’s name and address:** | | |
| **Position held:** | | |
| **Description of responsibilities:** | | |
| **Reason for leaving:** | | |
| **Dates from and to:** | **Employer’s name and address:** | | |
| **Position held:** | | |
| **Description of responsibilities:** | | |
| **Reason for leaving:** | | |
| **Dates from and to:** | **Employer’s name and address:** | | |
| **Position held:** | | |
| **Description of responsibilities:** | | |
| **Reason for leaving:** | | |
| **Dates from and to:** | **Reasons for any breaks in employment:** | | |

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| **Section 6 – Please explain your reasons for wanting to apply for this post** |
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| **Section 7 – What qualities, abilities and experience would you bring to the post? Please provide examples in evidence.** |
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| **Section 8 – What would you be able to offer the School in terms of extra-curricular activities and what contribution could you make to the School community?** |
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| **Section 9 – References -** Please supply the names and contact details of two referees. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be your most recent employer for whom you worked with children. The School intends to take up references from all shortlisted candidates before interview. | |
| **Referee Name:** | |
| Relationship to applicant: | Occupation: |
| Telephone no: | Email address: |
| Address: | |
| **Referee Name:** | |
| Relationship to applicant: | Occupation: |
| Telephone no: | Email address: |
| Address: | |
| **Section 10 – Criminal records and child protection** | |
| Any offer of employment will be conditional on the School receiving an Enhanced Check from the DBS which the School considers to be satisfactory and on any other relevant employment checks. Any information disclosed will be handled in accordance with the CRB Code of Practice and the Data Protection Act 1988.  This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered spent under the Act) must be declared.  Have you been convicted of any criminal offence? Yes  No   Is there any criminal court action pending against you? Yes  No   Have you ever received a caution, reprimand or final warning from the police? Yes  No   Is there any reason why you may not be suitable to work with children? Yes  No  If yes, please explain:  Have there ever been any child protection concerns about you (including any investigations) at any time? Yes  No  If yes, please explain: | |
| **Section 11 – Recruitment** | |
| The School is committed to equal opportunities. It is committed to ensuring that all applicants are treated equally and fairly throughout the recruitment process and that the successful applicant is selected on the basis of their abilities relevant to the post. The School is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Recruitment Policy is available on the School website. Please take the time to read it. If your application is successful, the School will retain the information provided in this form (together with any further information provided) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. | |
| **Section 12 – Declaration** | |
| * I confirm that the information I have given in my application (this form and my covering letter) is true, complete and correct to the best of my knowledge. * I confirm that I am not on either the Children's Barred List or the Vulnerable Adults Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. * I understand that providing false information could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissaland may amount to a criminal offence. * I consent to the School processing the information given in this form, including any sensitive personal data, as may be necessary during the recruitment and selection process. * I consent to the School making contact with the people specified as my referees to take up references. I also consent to the School making contact with my employer and previous employers to verify information provided by me and to ask about any disciplinary matters or any child protection concerns relating to me. I understand that such contact may be made before interview if I am shortlisted. * I understand that any offer of employment made to me will be conditional on employment checks satisfactory to the School, including an enhanced check from the DBS and on verification of medical fitness to the satisfaction of the School.   Signature ………………………………………………………………. Date ……………………….. | |