CONFIDENTIAL

**THE MARIST SCHOOL APPLICATION FORM**

**FOR TEACHING POST**

**NAME OF CANDIDATE:**

**POST APPLIED FOR:**

**DATE COMMENCING:**

**BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:-**

1. Application Form
2. Recruitment Monitoring Form

**Please return this form to:**  [**HR@themarist.com**](mailto:HR@themarist.com)

*The Marist School is committed to safeguarding and promoting the welfare of children and young people and expects*

*all staff to share this commitment. It is our aim that all pupils fulfil their potential.*

***The Marist School, Kings Road, Sunninghill, Berkshire, SL5 7PS***

1. ***APPLICANT’S PERSONAL DETAILS***

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| --- | --- | --- | --- |
| **Title** |  | **First Name** |  |
| **Surname** |  | **Former Name(s)** |  |
| **Date of Birth** |  | **Religious Denomination/Faith** |  |
| **Telephone Number** |  | **Email Address** |  |
| **National Insurance Number** |  | **QTS Number** |  |
| **Do you hold a full and valid UK driving licence?** |  | **Where did you see this role advertised?** |  |
| **Current Address** |  | **Dates lived at** |  |
| **If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates:** | | | |
| **Address** | | **Dates lived at** | |
|  | |  | |

1. ***DETAILS OF APPLICANT’S PRESENT EMPLOYMENT***

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| --- | --- |
| **Are you presently employed?** | Yes/No |
| **Employer** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Diocese** |  |
| **Number of students on roll** |  |
| **Job Title** |  |
| **Permanent/Temporary** | Permanent/Temporary |
| **Full-time/Part-Time** | Full-time/Part-Time (delete as appropriate) |
| **Date of Appointment** |  |
| **Notice Required** |  |
| **Summary of duties (including subjects and key stages taught)** |  |
| **Current Annual Salary** |  |
| **Salary Scale & Spine Point** |  |
| **Additional Allowances (including Inner/Outer/Fringe London/TLR)** |  |
| **Reason for Leaving** |  |

1. ***EDUCATION AND CAREER HISTORY***

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| Please give information about your secondary education and your career to date. Please include information about any time outside education or work and in the UK or abroad. Please place this information in chronological order beginning with the earliest and ending with the most recent. There should be no gaps in the history of your education, employment and other experience from the age of 16 years. **Failure to provide a full account may lead to your application being rejected.**  Please note that for safer recruitment purposes this information should provide a full account of your pathway since leaving school, and this may be subject to checks as appropriate.  Please remember to include the name of any organisations for whom you have worked as well as your job title and responsibilities within the details section.   |  |  |  |  | | --- | --- | --- | --- | | **Dates:**  **From - To** | **School/College/**  **University/Job Attended** | **Title of Post where applicable (Put ‘student’ where relevant) and Reason for Leaving** | **Details of any Qualifications**  **Including Awarding Body, Date of Award, & Grade/Class where applicable** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | **Dates:**  **From - To** | **School/College/**  **University/Job Attended** | **Title of Post where applicable (Put ‘student’ where relevant) and Reason for Leaving** | **Details of any Qualifications**  **Including Awarding Body, Date of Award, & Grade/Class where applicable** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

1. ***Continued Professional Development***

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| **Continued Professional Development**  Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post (e.g. teaching courses, First Aid, ICT etc).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Course Title** | **Course Provider** | **Length of Course** | **Dates**  **From / To** | | **Award/Grade received (if applicable)** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

***PROFESSIONAL MEMBERSHIPS***

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| Please list any relevant professional bodies of which you are a member:   |  | | --- | |  | |  | |  | |

***INTEREST AND HOBBIES***

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| Please list your interests and hobbies outside of work:   |  | | --- | |  | |  | |  | |

1. ***SUPPORTING STATEMENT***

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| Please provide a written statement of **no more than 1500 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification. |

1. ***REFERENCES***

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| 9.1 Please supply the names of three referees.  One referee **must be your current** or most recent employer. This should be your head teacher. At least one referee must be from an employer by whom you were employed to work with children. Referees must NOT be members of your family, your spouse/partner, or friends. **All references must be relevant to the last six years of your employment.**  **Please note that references will be sought prior to interview for ALL shortlisted candidates.**  Your current employer will be asked about disciplinary offences relating to children, including anywhere the penalty is time expired. They will also be asked if you have been subject to any child protection concerns.   |  | | --- | | **1 Present Employer**  Name:  Address:  Postcode:  Occupation:  Daytime Telephone Number:  Email Address: | | **2**  Name:  Address:  Postcode:  Occupation:  Daytime Telephone Number:  Email Address: | | **3**  Name:  Address:  Postcode:  Occupation:  Daytime Telephone Number:  Email Address: | |
| 9.2 Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or any current employees of the Governing Body?  Yes:  No:  If yes, please complete the following:   |  |  | | --- | --- | | **Name of Governing Body member/employee** | **Relationship to you** | |  |  | |

1. ***DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS***

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| --- | --- |
| 10.1 The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.  Please confirm whether you have been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.  Yes:  No:  If yes, please provide details:-   |  | | --- | |  | |

1. ***ONLINE CHECKS (KCSIE 2024)***

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| Keeping Children Safe in Education (KCSIE) advises schools to consider carrying out online checks for shortlisted candidates as part of their due diligence. If you are shortlisted for the role, we may carry out an online search based on the information that you provide in this form. If we carry out a search, we will also search more widely for any other online information about you. You are not required to provide access to private social media accounts. |

1. ***REHABILITATION OF OFFENDERS ACT 197***

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| As the position you are applying for gives you access to vulnerable groups, if you are shortlisted you will be required to disclose certain convictions and cautions (other than those which are so protected) on the “Rehabilitation of Offenders Act 1974 – Disclosure Form” available on our website. |

1. ***IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006***

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| The Governing Body will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 18 of the Notes to Applicants. By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested: |

1. ***DATA PROTECTION***

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| The information that you provide on this for will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we process your data is set out in the Recruitment Privacy Notice and Data Protection Policy. |

1. ***DECLARATION***

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| As the job for which you are applying for involves substantial opportunity for access to children. It is important that you provide us with accurate answers. You should be aware that the school will institute its own checks on successful applicants with the Disclosure and Baring Service (DBS), and, where appropriate a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.  I have not been disqualified from working with children. I am not prohibited form working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g.. the general teaching council for England, of the Teaching Regulation Agency).  I declare that the information I have given in the Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment, or if appointed, may result in my dismissal. |
| Signature: Date: |