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. Notes to Applicants
3. Recruitment Monitoring Form
4. Rehabilitation of Offenders Act 1974 – Disclosure Form

**Please return this form to: Human Resources**

**The Marist School**

**Kings Road**

**Sunninghill**

**Berkshire, SL5 7PS**

*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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| --- |
| 1.1  1.1.1 Title:  1.1.2 Surname:       1.1.3 First Name(s):  1.1.4 Known as (if applicable):       1.1.5 Any former name(s):  1.1.6 Date of Birth:       1.1.7 Religious Denomination  /Faith: |
| 1.1.8 Address: |
| 1.1.9 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** | |  | - | |  | - | |  | - | |
| 1.1.10 Telephone numbers:  Home:       Mobile:       Work:  1.1.11 Email Address:  1.2 How do you prefer to be contacted?  1.3 National Insurance No.:  1.4 DfE Teacher Reference No.:       1.5 Do you have Qualified Teacher Status (“QTS”)?  1.6 QTS Certificate No.:       1.7 Date of qualification as a Teacher:  1.8 GTC (Wales only) or other Membership No.:   * 1. Do you hold a full and valid UK Driving Licence? Yes  No |

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

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| 2.1 Are you presently employed? Yes  No  If no, please proceed to the next section.  2.2 Details of Present Post  2.2.1 Role:  At       School/College |
| 2.2.2 Address: |
| 2.2.3 Telephone No:  2.2.4 Local Authority:  2.2.5 Diocese:  2.2.6 Permanent:  Temporary:  2.2.7 Full time:  Part time:  Job Share:  2.2.8 Date of Appointment:  2.2.9 Notice Required:  2.2.10 Probationary Period/NQT induction year completed? If so, please provide date: |
| 2.2.11 Description of key duties/responsibilities (including subjects and key stages taught (if applicable): |
| 2.3 Please provide the following information relating to present salary and scale:  2.3.1 Salary scale (e.g. Main/Upper/Leadership):  2.3.2 Group of School/Number on roll:       2.3.3 Spine Point:  2.3.4 Additional Allowances (including Inner/Outer/Fringe London):   * + 1. Group annual salary: |

1. ***APPLICANT’S EMPLOYMENT HISTORY AND PROFESSIONAL EXPERIENCE***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Please complete in chronological order, starting with the most recent:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Full name and address of school/institution (state whether Nursery/Primary/ Secondary/Comprehensive/ Selective etc.) (include local authority if relevant)** | **Approx size of roll** | **Age range taught & Single sex/mixed** | **Post held and responsibilities including subjects and key stages taught** | **Date employed Month/Year**  **From**  **–**  **To** | **Reason for Leaving** | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |

1. ***OTHER EMPLOYMENT/WORK EXPERIENCE***

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| 4.1 Please complete in chronological order, **starting with the most recent**:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Employment/Experience** | **Employer/Location** | **Responsibilities** | **Dates employed Month/Year**  **From**  **–**  **To** | **Reason for Leaving** | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |

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| 4.2 If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16 – **please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.**   |  |  | | --- | --- | | **Dates (from – to)** | **Activity** | | - |  | | - |  | | - |  | | - |  | |

1. ***POST-11 EDUCATION AND TRAINING***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 5.1 Please complete in chronological order, **starting with the most recent:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Full name and address of establishment** | **Full time or part time** | **Dates Attended Month/**  **Year**  **From**  **–**  **To** | **Date of Award** | **Awarding Body & Registration No. (if known)** | **Award (Please state the classification/ grades as appropriate)** | | **Post Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))** | | | | | | |  |  | - |  |  |  | |  |  | - |  |  |  | |  |  | - |  |  |  | | **Higher Education Qualifications** | | | | | | |  |  | - |  |  |  | |  |  | - |  |  |  | |  |  | - |  |  |  | | **School/college Qualifications** | | | | | | |  |  | - |  |  |  | |  |  | - |  |  |  | |  |  | - |  |  |  | |
| 5.2 **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)** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

1. ***PROFESSIONAL MEMBERSHIPS***

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

1. ***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 1,300 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. You should pay particular attention to the national standards for the position for which you are applying. |
|  |

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.  References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview.Current or previous employers will be asked about disciplinary offences relating to children including penalties that are ‘time expired’ and any child protection concerns.   |  | | --- | | **1**  **Present Employer**  School:  Address:  Postcode:  Contact:  Position:  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: |   Notes: i. We reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons.  ii. If any of your referees knew you by another name, please specify that name(s) here: |
| 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***

|  |  |
| --- | --- |
| 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:-   |  | | --- | |  |   10.2 By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99):  10.3 In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (‘DBS Checks’) (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.  By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service (“DBS”): |

1. ***REHABILITATION OF OFFENDERS ACT 1974***

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| If you have been convicted of a criminal offence the details must be disclosed on the separate document entitled “Rehabilitation of Offenders Act 1974 – Disclosure Form” together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked “confidential”. If you do not have any convictions, please complete the relevant section in the Disclosure Form. |

1. ***DATA PROTECTION ACT 1998***

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| By checking the box below I hereby give my consent for personal information (any information which may be considered Personal Data and/or Sensitive Data within the meaning of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. |

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. ***DECLARATION***

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| --- |
| If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.  Providing false information is an offence and may result in this application being rejected. Is such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Agency (England only), the GTC (Wales only) or the Police, if appropriate.  By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all qualifications that I claim to hold. |

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date:

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| --- |
| **Additional Pages**  Name:       Date of Birth:  Position applied for: |
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| **Additional Pages**  Name:       Date of Birth:  Position applied for: |
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