



## APPLICATION FORM

Please download this form by clicking on File > Download > Microsoft Word (.docx)

Candidate Name:	Completed Application Forms should be sent by email to: <a href="mailto:essecretary@marymountrome.com">essecretary@marymountrome.com</a>
Position applied for:	

### PERSONAL DETAILS

#### Section 1

SURNAME (as shown on passport)	
TITLE (as shown on passport)	
FIRST NAME(S) (as shown on passport)	
PREVIOUSLY USED SURNAME & FIRST NAME	
NATIONALITY	DO YOU HAVE THE RIGHT TO WORK IN THE EU? (UK or EU Citizen? Or other? Please state)
DATE OF BIRTH	PLACE OF BIRTH
RELIGIOUS DENOMINATION (optional)	ETHNIC ORIGIN (optional)
ADDRESS (HOME)	Email:  Telephone Number:

ADDRESS FOR CORRESPONDENCE (if different from above)*	RESIDENTIAL ADDRESSES FOR THE LAST FIVE YEARS
ALTERNATIVE TELEPHONE NUMBER *  <i>* If either alternative is temporary, please          indicate relevant dates</i>	ARE YOU RELATED TO OR DO YOU MAINTAIN A CLOSE RELATIONSHIP WITH AN EXISTING EMPLOYEE, VOLUNTEER OR GOVERNOR OF THE SCHOOL? <i>If so, please provide details.</i>

<b>EDUCATION</b> <b>Section 2</b>				
SECONDARY	FULL TIME	PART TIME	FROM (MM/YY)	TO (MM/YY)
UNIVERSITY or other Institute of Higher Education				

## QUALIFICATIONS

### Section 3

IB Diploma, High School Diploma, A Level or Equivalent; Certificate/Diploma in Education/Degree(s); Degree Level or Advanced Qualification. Teachers should indicate whether they have Qualified Teacher status.

QUALIFICATION	EXAMINING BODY	SUBJECT(S)	PASS LEVEL	PASS DATE

AWARDS/DISTINCTIONS/PUBLICATIONS

OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING. *Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.*

## EMPLOYMENT DETAILS

### Section 4

Current/most recent employer:	Current/most recent employer's address:
Current/most recent job title:	Date started:
Brief description of responsibilities:	Date employment ended (if applicable):

Current salary/salary on leaving:	Do you/did you receive any employee benefits? If so, please provide details of these.					
Reason for seeking other employment:						
Please state when you would be available to take up employment if offered:						
<p><b>PREVIOUS EMPLOYMENT AND/OR ACTIVITIES SINCE LEAVING FULL TIME EDUCATION</b></p> <p>In chronological order (most recent position first). Any gaps in continuous employment should be included and explained.</p>						
EMPLOYER (Name and Address, type of business and reason for leaving)	POSITION HELD	Full or Part Time	FROM Month      Year		TO Month      Year	
OTHER DETAILS INCLUDING PERSONAL INTERESTS/HOBBIES. Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra-curricular activity.						

<p><b>REFERENCES</b></p> <p><b>Section 5</b></p>
<p>Please supply the names and contact details of two persons who we may contact for references. 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 if applicable, your second referee should be from your employer with whom you most recently worked with children. Referees should be persons to whom you have directly reported and to whom reference may be made in confidence. Neither referee should be a relative or someone known to you primarily as a friend. Please state in which context you are known to the referee, eg 'My former Head Teacher'.</p>

<b>A</b> NAME
ORGANISATION & OCCUPATION
ADDRESS
TELEPHONE
EMAIL ADDRESS
CONTEXT
MAY WE CONTACT YOUR REFEREE NOW?
<b>B</b> NAME
ORGANISATION & OCCUPATION
ADDRESS
TELEPHONE
EMAIL ADDRESS
CONTEXT
MAY WE CONTACT YOUR REFEREE NOW?
<b>C</b> NAME OF REFEREES FOR ALL OTHER EMPLOYMENT WHERE WORKING WITH CHILDREN

<b>SUITABILITY FOR THE POSITION APPLIED FOR</b> <b>Section 6</b>
Please give your reasons for applying for this post and say why you believe you are suitable for the position. After reviewing the job description and person specification, please describe any experience and skills you have gained in other jobs or similar

environments which demonstrate your ability and aptitude to undertake the duties of the post.

Given your understanding of the school, please describe how you might make a contribution to Marymount International School.

If any, what skills required for this position do you feel you need to develop further? How would you address these?

## **CRIMINAL RECORDS**

### **Section 7**

An offer of employment is conditional upon the School receiving a satisfactory Police Disclosure.

Have you been convicted by the courts of any criminal offence? **Yes** **No**

Is there any relevant court action pending against you? **Yes** **No**

Have you ever received a caution, reprimand or warning from the police? **Yes** **No**

If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

## RECRUITMENT INFORMATION

### Section 8

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality, ethnic or national origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability, age or, with regard to the Catholic identity of the School, religion or religious belief.

*All new posts within the School are subject to a probationary period.*

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

## DECLARATION

### Section 9

- **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.**
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
- **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_