

**The Mount School York**

**Application Form**

Candidate’s Name:

Appointment of:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Details** | | | | |
| Full Name Including Title  *please underline the name you are known by* | | |  | |
| Previous names and dates used | | |  | |
| Home Address | | |  | |
| Contact Number | | | Mobile:  Landline:  Work: | |
| Email Address | | |  | |
| National Insurance Number | | |  | |
| Where did you see this post advertised? | | |  | |
| **For teaching posts only** | | | | |
| DfES Reference Number (if applicable) | | |  | |
| Date of QTS (if applicable) | | |  | |
| Is your present (or last) school maintained, independent or boarding? | | |  | |
| Approximate number of students and age range | | |  | |
| **Details of Current or Last Employer** | | | | |
| Position Held | |  | | |
| Name of Employer | |  | | |
| Address of Employer  (including postcode) | |  | | |
| Telephone | |  | | |
| Salary and Grade (if applicable) | |  | | |
| Date Appointed | |  | | |
| Date employment ended (if applicable) | |  | | |
| Period of Notice | |  | | |
| Main Duties of Post  (briefly outline the main duties of your current or last post) | |  | | |
| Reason for Leaving/Wishing to Leave | |  | | |
| **Previous Employment -** Starting with the most recent employer  *continue on a separate sheet if necessary* | | | | |
| Position Held | |  | | |
| Name of Employer | |  | | |
| Address of Employer  (including postcode) | |  | | |
| Telephone | |  | | |
| Salary and Grade (if applicable) | |  | | |
| Start and End Dates | |  | | |
| Reason for Leaving | |  | | |
| Position Held | |  | | |
| Name of Employer | |  | | |
| Address of Employer (including postcode) | |  | | |
| Telephone | |  | | |
| Salary and Grade (if applicable) | |  | | |
| Start and End Dates | |  | | |
| Reason for Leaving | |  | | |
| Position Held | |  | | |
| Name of Employer | |  | | |
| Address of Employer (including postcode) | |  | | |
| Telephone | |  | | |
| Salary and Grade (if applicable) | |  | | |
| Start and End Dates | |  | | |
| Reason for Leaving | |  | | |
| Position Held | |  | | |
| Name of Employer | |  | | |
| Address of Employer (including postcode) | |  | | |
| Telephone | |  | | |
| Salary and Grade (if applicable) | |  | | |
| Start and End Dates | |  | | |
| Reason for Leaving | |  | | |
| Position Held | |  | | |
| Name of Employer | |  | | |
| Address of Employer (including postcode) | |  | | |
| Telephone | |  | | |
| Salary and Grade (if applicable) | |  | | |
| Start and End Dates | |  | | |
| Reason for Leaving | |  | | |
| **Periods when not Employed** *All gaps in employment since leaving education must be accounted for* | | | | |
| **Date from (MM/YYYY)** | **Date to (MM/YYYY)** | | | **Details/ reason for gap in employment** |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education and Qualifications** | | | | |
| **Name of Secondary School(s)** | **Town/City** | **Date from (MM/YYYY)** | **Date to (MM/YYYY)** | **GCSE/O-Level subject & grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Name of Sixth Form/ College** | **Town/City** | **Date from (MM/YYYY)** | **Date to (MM/YYYY)** | **A-Level subject and grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Name of University** | **Town/City** | **Date from (MM/YYYY)** | **Date to (MM/YYYY)** | **Degree/Higher Qualification & Class** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Training Courses** *Please give details of any relevant training courses attended in the last five years* | | | | |
| **Title of Course** | **Name of provider/ professional body** |  | **Date completed** | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |

|  |  |
| --- | --- |
| **Personal Statement**  Please state the personal qualities, skills and experience that make you suitable for this post and how you meet the requirements of the person specification. If you have worked in a school, please describe your contribution to whole school activities.  *Continue on a separate sheet if necessary, up to a maximum of two additional sheets.* | |
|  | |
| **Interests and Activities** | |
|  | |
| **References**  *As part of the safer recruitment process we will need to apply for two references. It is a condition of employment and part of the required safer recruitment practice when appointing to a post in a school, that two references must be requested and obtained. References should cover a combined period of the most recent 5 years of employment.* **References may be sought on short listed candidates prior to interview** | |
| **1: Present/Most Recent Employer**  *If you currently work in a school this must be your current Head Teacher* | |
| Name |  |
| Position |  |
| Relationship to you (e.g. line manager) |  |
| Organisation |  |
| Address  (including postcode) |  |
| Email Address |  |
| Telephone Number |  |
| **2: Other** | |
| Name |  |
| Position |  |
| Relationship to you (e.g. line manager) |  |
| Organisation |  |
| Address  (including postcode) |  |
| Email Address |  |
| Telephone Number |  |
| **Existing Contacts within The Mount School**  Please indicate if you know any existing employees or governors at The Mount School and if so, their relationship to you. | |

|  |
| --- |
| **Medical Information**  I declare that there is no known reason why I cannot carry out the job description as advertised due to physical health or mental health reasons.  I understand that if successful in this application, the appointment may be subject to a satisfactory medical examination.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Data Protection & Privacy**  As part of our recruitment process, The Mount School York collects and processes personal data relating to your application. You are under no statutory obligation to provide data to The Mount School York during the recruitment process. However, if you do not provide the information, we may not be able to process your application.  The Mount School York values your privacy and the safety and security of your personal data is of utmost importance to us. To find out more information as to how your data will be processed and securely stored and regarding your rights, please view our ‘Staff and Volunteer Privacy Notice’ and our Data Protection Policy at [www.mountschoolyork.co.uk](http://www.mountschoolyork.co.uk)  Application forms for unsuccessful applicants will be held securely on file for no more than three months, before they are erased. We do not contact prospective employees again and should another position of interest arise at The Mount School York you are required to go through the full application process again from the beginning.  **Agreement to use your data**  By signing below, you freely give The Mount School York consent to use and process your personal data relating to your job application in accordance with legislation and our policy and procedure.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Declaration**  I declare that the information I have provided within this application form is true and I have made no false statements.  If returning this application electronically you will be required to sign your Application Form in hard copy format at interview.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |