



MONTESSORI PRE-SCHOOL
Unit 1 The Fairway
Bush Fair
Harlow Essex CM18 6LY
Tel: 01279 422922

APPLICATION FORM

POSITION APPLIED FOR.....

Personal Details

MR/MRS/MISS/MS/OTHER SURNAME.....

FORENAMES.....

ADDRESS.....

.....

.....

TELEPHONE NUMBERS: HOME..... WORK.....

NATIONALITY.....

HOW LONG HAVE YOU BEEN RESIDENT IN THE UK.....

MARITAL STATUS.....

CURRENT SALARY..... **NOTICE PERIOD**.....

RECREATIONAL INTERESTS.....

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QUALIFICATIONS AND EXPERIENCE

EDUCATION (*Examination results obtained at school, college, university*)

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PROFESSIONAL QUALIFICATIONS

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WORK HISTORY *Please tell us about your work history, including part-time, casual or voluntary work of a regular nature relevant to the job applied for, starting with your present or most recent job. If there have been any gaps in your employment, please state the reason on the final page.*

Present/most recent employer/organisation:.....

Address.....

.....

Position held and main duties:.....

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From..... To.....

Employer/organisation:.....

Address.....

.....

Position held and main duties:.....

.....

.....

From..... To.....

Employer/organisation:.....

Address.....

.....

Position held and main duties:.....

.....

.....

From..... To.....

REFEREES

Please give details of two referees whom we may contact in connection with your Application

Referee 1

Name:.....

Address:.....

.....

Telephone Number:.....

Occupation:.....

Referee 2

Name:.....

Address:.....

.....

Telephone Number:.....

Occupation:.....

Are you happy for us to contact your Referees prior to job offer Yes/No

ABOUT YOURSELF

After reading through the job description, is there anything else you want to say about yourself in support of your application? Please include any specific skills, aptitude or personal qualities you have which you feel are important to doing this job. (Please continue overleaf if necessary)

About yourself (*continued*)

All the information I have provided is to the best of my knowledge correct.

Signature.....

Date.....

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under the Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. We are also entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence and will be destroyed immediately the selection process is completed. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed, and any other factor which may be relevant.

Failure to declare a conviction may however disqualify you from appointment, Or result in immediate dismissal if the discrepancy came to light.

Signature.....

Date.....