



MOUNT HOUSE
SCHOOL

INSPIRING EVERY INDIVIDUAL

Casual Worker Application Form

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. Please note that in order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form.

Position applied for:

Section 1: Personal details

Title: Dr/Mr/Mrs/Miss/Ms	Forenames:	Surname:
Date of birth:	Former name:	Preferred name:
Teacher registration number (if applicable):	National Insurance number:	
Address:	Telephone number(s): Home: Work: Mobile: Email address:	
Are you eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:		
Do you have Qualified Teacher status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you read the School's child protection policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2: Education

Please start with most recent

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>				
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>				
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>				

Section 3: 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.

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Section 4: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any benefits?

Yes

No

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:

Section 5: Previous employment and / or activities (including voluntary work) since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and / or duties	Reason for leaving
From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>			
From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>			
From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>			

Section 6: Gaps in your employment

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

Section 7: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Describe any personal qualities, 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. Continue on a separate sheet if necessary.

Section 8: References

Please supply the names and contact details of two people 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 your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

The School may also telephone your referees in order to verify the reference they have provided.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
May we contact prior to Interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 9: Declaration

- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children
- I confirm that I am not prohibited from carrying out 'teaching work' (do not tick this box if the role for which you are applying does not involve 'teaching work')
- I confirm that I am not prohibited from being involved in the management of an independent school (do not tick this box if the role for which you are applying is not a management role)
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight (do not tick this box if the role for which you are applying does not involve the provision of 'childcare')
- 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

Signed:

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Date:

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Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 9.