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**APPLICATION FORM**

Please use a black font or black ink as appropriate.

You are requested to complete as much of this form as possible, and to provide full contact details [including email addresses] of two referees.

Please note that in order to be considered for a position at the school, you must complete this application form. A CV will not be accepted in place of a completed application form.

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| Position applied for: |  |

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| **Personal Details** | | | | | |
| Preferred title  Dr/Mr/Mrs/Miss/Ms |  | | | | |
| First Name(s) |  | | | | |
| Surname |  | | Former names  \*if applicable | |  |
| Teachers Registration Number (TRN)  \*If applicable |  | | National Insurance Number | |  |
| Current Address |  | | | | |
| Contact Number(s) | Home |  | | Mobile |  |
| Email Address |  | | | | |

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| **Education and Academic Qualifications** | | |
| Name of School/College/University/Other and date of attendance | Subject | Date of Qualification, award body and Grades/Honours |
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| Please provide details of any other courses or training relevant to this application and indicate date the awards was earned. | | |

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| **Employment** | | | | |
| Name of current employer/most recent employer | |  | | |
| Employer’s address | |  | | |
| Current/most recent job title | |  | | |
| Reason for leaving | |  | | |
| Date Appointed | |  | Date employment ended (if applicable) |  |
| Notice required | |  | Salary |  |
| **Previous employment**  **Please ensure a full employment history is detailed (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment.** | | | | |
| Period of Service  From To | | Title of post and name/address of employer | Reason for Leaving | Salary |
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| Please account for any gaps in your employment history with details and dates. | | | | |
| **Additional Information** | | | | |
| Please provide any further information in support of your application including personal qualities and experience relevant to the position. | | | | |
| **References** | | | | |
| Please supply the names and contact details of two referees. One reference **must** be from your current or most recent employer. Neither referee should be a relative or friend.  If Mount Kelly receive a factual reference i.e. one which contains limited information additional references may be sought. | | | | |
| Name |  | | Name |  |
| Position |  | | Position |  |
| Organisation name and address |  | | Organisation name and address |  |
| Telephone Number |  | | Telephone Number |  |
| Email  Address |  | | Email  Address |  |
| May we approach this referee without further reference to you?  YES  NO | | | May we approach this referee without further reference to you?  YES  NO | |
| In what capacity do you know the above?  e.g. line manager, Head Teacher, Head of Department | | | In what capacity do you know the above?  e.g. line manager, Head Teacher, Head of Department | |

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| **Declaration** | |
| Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).  Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  Mount Kelly follow guidance on safer recruitment practice to ensure that staff are recruited safely and fairly, and that children’s safety is being considered at every stage of the process. Candidates should expect the School to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references. The interview process will explore candidates’ suitability for working with children and their previous experience in such roles. | |
| Please state whether you have enhanced clearance by the Disclosure and Barring Service | YES  NO |
| If applicable please give details below including date of issue, certificate reference number, and sponsor. | |
| Is the certificate registered with the DBS Update Service? | YES  NO |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) website.  It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. | |
| Are you related to or have a close relationship to a member of the school’s staff or Governor of the school? | YES  NO |
| If yes, please supply details. | |
| I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and / or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal. | YES  NO |
| 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. | YES  NO |

I hereby certify that the statements on this form are correct and that no material information is omitted.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

As part of the due diligence checks online searches will be completed on shortlisted candidates.

Candidates selected for interview will be asked to provide original documents of identification, entitlement to live and work in the UK and relevant qualifications.

Covering letters and CV’s may be submitted with a completed application form but incomplete and late applications are not usually considered.