

# Application Form



**Please complete all sections of this form using black ink or type.**

**Applications will only be accepted if they are completed in full.**

**Please return your completed form to**

**Susan Piliu, School Manager, The Mount School, 3 Binham Road, Edgerton,  
Huddersfield, HD2 2AP**

**or by email to [susan.piliu@themount.org.uk](mailto:susan.piliu@themount.org.uk)**

**We are committed to the safeguarding and welfare of our children and all relevant checks and references will be taken before an offer of employment can be made.**

## Data protection

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- Processing is necessary for complying with legal obligations
- Processing is necessary for our legitimate interests

For further information, please see our privacy notice on the website.

## Vacancy information

Application for the post of:

Job ID/reference number:

**What date are you available to begin a new post?:**

### Recruitment monitoring

Where did you first hear about this job?:

## Disclosure and Barring and childcare disqualification

The Mount School is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The Mount School's privacy statement.

**Do you have a DBS certificate?:** ☐Yes ☐No **Date of check:**

If you have lived or worked outside of the UK, The Mount School may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK?:** ☐Yes ☐No

## Right to work in the UK

The Mount School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

## Personal details

First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	
Date of birth	

## Contact details

Address	
Post code	
Home phone	
Mobile phone	
Email address	

## Disability and accessibility

The Mount School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

## Relationship to the school

Please list any personal relationships that exist between you and any of the following members of the school community:

- Directors
- Staff
- Pupils

Relationships with a Director or employee does not necessarily prevent them from acting as a reference.

Name	Relationship	Role at the school

## Current employment details (teaching posts, including teaching assistants)

Job title	Employer name and address	Employer contact details	Dates employed	Age range taught	Number on roll	Permanent or temporary	Part-time or full-time	Salary details (including allowances)

## Previous employment

Please provide details of previous employment. List the most recent employment first.

Job title	Name and address of employer	Description of responsibilities	Dates employed	Reason for leaving

## Gaps in employment

Please use the space below to explain any gaps in your employment.

## Education and qualifications

Please provide details of your education from secondary school onwards.

You will be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades)

## Training and professional development

Please give details of training or professional development courses undertaken that are relevant to your application.

Course dates	Length of course	Course title	Qualification obtained	Course provider

## Teacher status

Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

## Driving licence details

Do you have a valid driving licence?	
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## Letter of application

You are required to submit a letter of application.

In the letter please explain how your experience, training and personal qualities match the requirements of the role as set out in the job description.

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

Please give names of **2 people** who are able to comment on your suitability for this post. One must be your present or last employer. If you have not previously been employed, please provide details of another suitable referee.

The Mount School reserves the right to seek any additional references it deems appropriate.

Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.

Name	Relationship to you	Address and post code	Contact number	Email address	Is this your current employer?

If either of your referees knows you by a different name, please state:

All candidates applying for employment will be required to sign and date this form.

Signed.....

Date.....

Print Name.....