



St Mary's School,
47 Fitzjohn's Avenue
Hampstead
London
NW3 6PG

Tel: 020 7435 1868
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Website: www.stmh.co.uk

CONFIDENTIAL

APPLICATION FORM

Application for the position of _____
Full details of present post _____
At _____
Address _____
Notice required _____

1. PERSONAL DETAILS

Surname _____ Title _____

Christian/First name(s) _____

Marital status _____ Religion _____

Address _____

Telephone number _____ Mobile _____

Email Address _____

National Insurance Number _____ DfES Number _____

Closing date for applications: _____ Friday 19th March 2010 _____

2. POST 11 EDUCATION AND TRAINING

Please give information about education received in the UK or abroad, qualifications obtained etc., in chronological order starting from the most recent.

Establishment Attended	Full or Part-Time	Qualifications (Class of Degree)	Dates attended From	To

3. DETAILS OF PRESENT SALARY AND SCALE

Please supply all information as appropriate

Salary Scale _____

Weekly Wage/ Annual Salary _____

Allowances _____

4. EMPLOYMENT HISTORY

Please give details in chronological order, starting with the most recent

Name of Employer	Post Held	Responsibilities	Dates From To

5. ADVERTISEMENT

Please state where you learned of this vacancy

6. MEDICAL HISTORY

How many days sickness have you had in the last 2 years? (Exclude maternity related sickness)

Are you aware of any disability, or on-going medical condition or treatment of which we should be aware?

YES

NO

Please give details of your disability or any known medical condition which may be relevant and any reasonable adjustments you anticipate we would need to make which may help you to give effective, continuous service.

7. REFERENCES

Please nominate up to three referees. If you are in employment, one referee should be your present employer. Please tick the boxes *only* if you *do not* want the referee(s) to be contacted prior to interview.

1. Name _____

Designation _____

Address _____

Telephone _____

This referee MAY NOT be contacted prior to interview

2. Name _____

Designation _____

Address _____

Telephone _____

This referee MAY NOT be contacted prior to interview

3. Name _____

Designation _____

Address _____

Telephone _____

This referee MAY NOT be contacted prior to interview

We reserve the right to take up references with any previous employer.

Notes : Referees will be contacted before interviews unless otherwise requested

If any of the referees knew you by another name, please write that name below

Are you related to any member of the staff/ Governing Body? YES/NO

If so please give their name:

8. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

The Governors are obliged by law to operate a checking procedure for employees who have access to children and young people.

9. CONVICTIONS

If you have no convictions, simply enter "nil". If you have been convicted of a criminal offence, the details must be listed below, together with any pending criminal convictions. Please also list any pending criminal actions or court hearing against you.

10. CRIMINAL RECORDS BUREAU

In the event of a successful application an enhanced Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters.

11. VISA/ QTS STATUS

What visa/ residency/ work permit or other do you hold? Please bring your passport and other relevant documentation to interview so that dates can be checked.

12. DATA PROTECTION

I hereby give my consent for personal information,(including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations in accordance with the Data Protection Act 1998.

Signature : _____

13. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

If such a discovery is made after you have been appointed then you will be liable to be dismissed.

I hereby certify that all of the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold. (Candidates will be asked to bring original copies of all qualifications to interview. If originals are not available then verification of these will be sought)

Signature: _____

Date: _____

NOTES TO APPLICANTS

1. Before signing this form, please ensure that every section has been completed.
2. The form should be returned as instructed in the details of the post.
3. Applicants may attach a separate statement in support.
4. Applicants will only be acknowledged if a stamped addressed envelope is included.
5. Applicants are reminded that this is an application for a post in an Independent Catholic School where the Governors and Trustees are the employers and that the post will be subject to the terms and conditions of the Saint Mary's School, Hampstead contract.
6. You must declare *all* convictions that you have, including motoring offences and all convictions that have become spent.