



THE MONTESSORI GROUP



APPLICATION FORM

VACANCY DETAILS
POST:
LOCATION:
CLOSING DATE:

Please note:

1. To be completed in black ink or typed.
2. A CV may be attached, only as supporting information.
3. Enclose a hand written covering letter.
4. If you have not heard from the Group within four weeks, please note, you have been unsuccessful on this occasion and we thank you for your interest.

PERSONAL DETAILS	
Title, e.g. Mr/Mrs/Miss/Ms:	Address:
First Name:	Post Code:
Surname:	Daytime telephone No:
Maiden Name:	Mobile No:
Do you have a current CRB disclosure : Yes/No	<i>If applicable:</i> Your teacher's reference No:
Are you registered with ISA (barring/vetting scheme) Yes/No	

CURRENT EMPLOYER OR LAST EMPLOYER	
Your Job Title:	
Responsible to:	Date Appointed:
Employer's Name:	Present/last Salary:
Employer's Address:	Other Benefits:
	Notice Required or Date Left:
Brief description of duties:	
Reason for seeking other employment and making this application:	

EDUCATION, TRAINING, QUALIFICATIONS					
Secondary School / College / University	Dates		Qualification gained subject and level e.g. GCSE	Grade	Date
	From	To			

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS		
Body	Membership Status	Since

DRIVING LICENCE	
Do you hold a current Driving Licence?	Yes () No ()
Type (full, provisional, etc.)	
Are you prepared to use your own transport for work purposes?	Yes () No ()
If yes, what type of transport do you have access to?	

ARE YOU PREPARED TO WORK...					
Full time ()	Part time ()	Casual / Supply ()	Evenings ()	Weekends ()	Shifts ()

GENERAL INFORMATION	
Do you require a work permit?	Yes () No ()
If yes, please give details:	
Are you related to or know any children/clients/employees of the Group?	Yes () No ()
If yes, please give details:	
Have you been convicted of any criminal offence/s?	Yes () No ()
If yes, please give details:	
Have you had any disciplinary action taken against you in the last 3 years or are there any disciplinary meetings pending:	Yes () No ()
Will you be working elsewhere, as well as with the Group?	Yes () No ()

PREVIOUS EMPLOYMENT Please start with the most recent, up to the last 20 years					
Employer	Job Title	Salary	Dates		Reasons for leaving
			From	To	

Referees: Please give details of two people who are prepared to act as referees for you. One of these should be your present (most recent) employer, if you have just left full-time education, you should give details of your course tutor. Please do not include family members as referees.

Name:	Name:
Position held by applicant:	Position held by applicant:
Position held by referee:	Position held by referee:
Organisation:	Organisation:
Address:	Address:
Post Code:	Post Code:
Telephone:	Telephone:
May we contact prior interview? Yes () No ()	May we contact prior interview? Yes () No ()

Selection arrangements: Are there any issues that you would like us to consider? e.g. dates, time

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We will aim to cater for individual circumstances, but cannot guarantee this.

Information in Support of your application: Please give brief details of all relevant experience or other information, which will support your application.

Please complete the attached Equality Monitoring Form: We ask for this information to monitor achievement of our Equality Policies - Appointments are not based on information provided on this form.

How did you hear about this vacancy:

I confirm the details in this form are correct:

Signature:

Date:

**Return to: The Montessori Group
Human Resources Department
Ref BG/HR
140 Regent Road
Leicester
LE1 7PA**

THE MONTESSORI GROUP

Equal Opportunities Monitoring Form

The Montessori Group is working towards ensuring its workforce is representative of the community it serves. To help us to do this, we need to monitor the background of applicants for employment. Please could you help us to do this by completing the form below.

This form should be submitted with your employment application form. The information you provide will be used only for statistical purposes to monitor the operation of the Equal Opportunities Policy.

Post applied for:

ETHNIC ORIGIN

I would describe my ethnic origin as:

WHITE

- White British
- Irish
- White other

BLACK OR BLACK BRITISH

- Black Caribbean
- Black African

Other black background, please state:

MIXED

- White and Black Caribbean
 - White and Black African
 - White and Asian
- Other mixed background, please state:

CHINESE OR OTHER ETHNIC GROUP

- Chinese

Any other ethnic group, please state:

ASIAN OR ASIAN BRITISH

- Indian
 - Pakistani
 - Bangladeshi
- Other Asian background, please state:

YOUR DATE OF BIRTH: _____ AGE _____

YOUR GENDER

- Female
- Male

Do you consider yourself to have a disability?
(Y/N) Details:

If yes please advise how we can assist you
with your application ?

Details of any medical conditions:

Current:

In the last two years:

Where did you see this job advertised?

For office use only.

Applicant reference number.....