



**THE MULBERRY HOUSE
SCHOOL**

Application Form for Teaching Staff

PLEASE COMPLETE USING BLACK INK

Support of application:

Please attach a handwritten letter of application giving any further details of experience which may be relevant to this post.

Application for post of:

Surname:	Title: Mr / Mrs / Miss / Ms / Other
Forenames:	

Address for Correspondence:	Home telephone:
	Work telephone:
	Mobile number:
Postcode:	National Insurance No:
Email address:	

DFE Reference No:		Date Issued:	
Name of Confirming Authority:		Date of satisfactory completion of probation:	

Educational and Academic Qualifications:

Give details of secondary schools, colleges and universities attended since the age of 16 with examination dates, results and qualifications obtained. There is no need to include any qualifications gained prior to 'A' levels or equivalent. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications will be requested.

General Education		School/College/University	Full or P/Time	Examinations taken or to be taken (with dates)	Qualifications obtained (Including subjects & grades)	School/College/University
From	To					

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Is this your first teaching appointment?: Yes / No

Please complete the details below.

Previous employment (please start with the most recent and account for any gaps in employment):					
Name of Employer	From	To	Job Title	Brief details of responsibilities	Reason for leaving

In-service training / Courses attended			
Give details of most recent, relevant courses attended and indicate any awards earned.			
Course Title	Provider	Duration	Dates

References:			
Please provide at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. It is normal practice for references to be obtained prior to interview should candidates be short-listed.			
First Referee:		Second Referee:	
Name:		Name:	
Position:		Position:	
Address:		Address:	
Post code:		Post code:	
Tel No:		Tel No:	
Email address:		Email address:	
In what capacity is the above known to you?		In what capacity is the above known to you?	
Can be contacted prior to interview? Yes / No		Can be contacted prior to interview? Yes / No	

Other Information:			
Are you related to any member of staff, governor or pupil of this school?	YES / NO	If yes, please state name of person and relationship:	
Are there any restrictions to you working in the UK?	YES / NO	Please note you will be asked for an original document to confirm that you are entitled to live and work in the UK which we are required by UK Law to have seen prior to your start date.	
Do you consider yourself to have a disability?	YES / NO	If yes, please give details:	
Are you registered disabled?:	YES / NO	If yes, please state registration number:	
Do you have a current driving licence?:	YES / NO	Do you have regular use of a vehicle?:	YES / NO
How did you find out about this vacancy?:			

Criminal offences:

This post is subject to the DES Circular 4/86 "Protection of Children: Disclosure of criminal background to those with access to children". Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974.

You are asked to disclose any previous convictions. In the event of employment, any failure to disclose convictions could result in dismissal or disciplinary action. Any information given about convictions will be completely confidential. The successful candidate will also be required to give his/her agreement to a police check as a matter of routine.

Have you ever been convicted of a criminal offence or been made the subject of any order civil or criminal, made by a Court of Law? If yes, please give particulars:

Yes / No

Medical Fitness

In accordance with the Education (Teachers) Regulations 1982, all teachers are required to satisfy their employers of their medical fitness on entry to the teaching profession and also during their subsequent employment. In this connection, the successful applicant will be required to complete a medical questionnaire.

Declaration

If you submit this form via email you are declaring that all the information stated is true and accurate

I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action.

Signed:

Date:

The Mulberry House School is an equal opportunity employer. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any formal offer of appointment will be made subject to completion of an enhanced DBS check.

Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected or promoted on the basis of their individual and relevant merits and abilities. All employees will be given equal opportunities and, where appropriate, special training to progress within the school.