



# **THE MONTESSORI GROUP**



## **APPLICATION FORM**

<b>VACANCY DETAILS Ref No _____</b>
<b>POST:</b>
<b>LOCATION:</b>
<b>CLOSING DATE:</b>

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.

<b>PERSONAL DETAILS</b>	
<b>Title, e.g. Mr/Mrs/Ms:</b>	<b>Address:</b>
<b>First Name:</b>	<b>Post Code:</b>
<b>Surname:</b>	<b>Daytime telephone No:</b>
<b>Maiden Name:</b>	<b>Mobile No:</b> <b>Eve/Weekend telephone No:</b>
	<i>If applicable:</i> <b>Your teacher's reference No:</b>

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

**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:

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.**

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

**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 here.**

**I confirm the details in this form are correct:**

**Signature:**

**Date:**

**Return to: The Montessori Group  
Human Resources Department  
162 London Road  
Leicester  
LE2 1ND**