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Candidate's Name:

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Position Sought:

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Letter of application and completed Employment Application should be sent to:

Human Resources  
Marymount International School  
George Road  
Kingston upon Thames  
KT2 7PE  
United Kingdom  
T: +44 (0)20 8949 0571

[hr@marymountlondon.com](mailto:hr@marymountlondon.com)



## Personal Details

### SECTION 1

Title: Surname: Forename(s):

Previously used name(s) (if any):

Date of Birth:\*

*\* This optional section forms part of the School's Safer Recruitment process which seeks to verify that a full education and employment history have been provided.*

Home Address:

TRN Number:

E-mail Address:

Phone Number:

Address for Correspondence (if different from above):

Residential Addresses for the Last Five Years:

Are you related to or do you maintain a close relationship with an existing employee, volunteer or governor of the School? If yes, please provide details.

Yes

No

How did you hear about this vacancy?



## Educational Background

### SECTION 2

Secondary	Full or Part Time	From (MM/YY)	To (MM/YY)
University or other Institute of Higher Education			



## Qualifications

### SECTION 3

A Level or equivalent; Certificate/Diploma in Education/Degree(s); Degree Level or Advanced Qualification. Teachers should indicate whether they are registered with the GTC for England (or equivalent) and whether they have Qualified Teacher status.

Qualification	Examining Body	Subject(s)	Pass Level	Pass Date

**Awards / Distinctions / Publications:**

**Other Vocational Qualifications, Skills or Training:**

*Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.*



## Employment Details

### SECTION 4

Current / Most Recent Employer:

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Current / Most Recent Employer's Address:

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Current / Most Recent Job Title:

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Date Started:

Date Employment Ended (*if applicable*):

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Brief Description of Responsibilities:

Current Salary / Salary on Leaving:

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Do you / did you receive any employee benefits?  
If yes, please provide details.

Yes

No

Reason for seeking other employment:

If an offer were to be extended, when you would be available to begin employment?

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**PREVIOUS EMPLOYMENT AND/OR ACTIVITIES SINCE LEAVING FULL TIME EDUCATION**

Please list previous employment in chronological order (most recent position first). Any gaps in continuous employment should be included and explained.

Employer (Name and address, type of business)	Full or Part Time	FROM (MM/YY)	TO (MM/YY)	Reason for leaving
1.				
<i>Position Held:</i>				
2.				
<i>Position Held:</i>				
3.				
<i>Position Held:</i>				
4.				
<i>Position Held:</i>				
5.				
<i>Position Held:</i>				

If necessary, please provide details of any additional employment history on the continuation sheet.

Have there been any gaps in your employment/education?  
If yes, please provide dates and an explanation for any gap.

Yes  No



## References

### SECTION 5

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#### Current / most recent employer

If currently working in a school, one reference must be provided by the Head Teacher or a member of the Management Team.

Name: \_\_\_\_\_

Organisation and Occupation of Referee: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Context *(Please state the context in which you know the referee):*

\_\_\_\_\_

May we contact the referee now?      Yes       No

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#### Second Referee

Name: \_\_\_\_\_

Organisation and Occupation of Referee: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Context *(Please state the context in which you know the referee):*

\_\_\_\_\_

May we contact the referee now?      Yes       No

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#### Additional Referee

Name: \_\_\_\_\_

Organisation and Occupation of Referee: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Context *(Please state the context in which you know the referee):*

\_\_\_\_\_

May we contact the referee now?      Yes       No



## Supporting Statement

### SECTION 6

Please include experience, skills and any other additional information which you think would be relevant for this specific position. A continuation sheet has been provided should additional space be needed.

Given your understanding of the School, please comment on how you would contribute to the Marymount London community.





What skills required for this position, if any, do you feel you need to develop further? How would you address these areas?

*continue to following page:  
signature required*



## Declaration

### SECTION 7

- Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the National College of Teaching and Leadership (NCTL)?  
NO  YES
- Have you ever been subject to any disciplinary action in a previous position or had any allegations made against you?  
NO  YES
- Are you restricted from having residency and/or being employed in the UK?  
NO  YES
- Have you lived outside the UK for a period of more than three months during the past ten years?  
NO  YES

If yes, please specify the countries along with the applicable start and end date (month and year) of each stay. Marymount may require a Police Certificate of Good Conduct or equivalent from that country.

If you are registered with the DBS Update Service, please provide your registration number and the date it was originally issued: \_\_\_\_\_

I provide consent for Marymount London to process the information I have supplied for the purposes of recruitment and selection. I understand that this information is necessary for selection purposes and will be used by the School for the necessary selection and verification process in connection with my application for employment. I understand that the information I have provided could be held electronically together with recruitment process monitoring and that information contained on this form will be disclosed to relevant members of the School as necessary. I grant my permission and informed consent for my details to be used in this manner and confirm that I have read and understood the School's Privacy Notice.

I certify, to the best of my knowledge and belief, that the information provided in this application is true and accurate. If the information is found to be false or misleading, I understand that it may disqualify me from appointment or after appointment could lead to a disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by Marymount London will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Continuation Sheet

This sheet is available should additional space be needed in the Employment History and/or Supporting Statement sections.