



**Clerk to the Governors  
Haberdashers' Monmouth Schools  
37 - 39 St Mary's Street  
Monmouth  
NP25 3DD**

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## APPLICATION FORM MONMOUTH SCHOOL BURSAR

### 1. PERSONAL DETAILS

<b>TITLE: Mr/Mrs/Ms/Miss/Other</b>	
<b>SURNAME:</b>	
<b>FORENAME(S):</b> Please underline known name	
<b>ADDRESS:</b>	
<b>DATE OF BIRTH:</b>	
<b>CONTACT DETAILS:</b> Tel. No.   - Day: - Evening: Mobile:  Email address:	

## 2. OTHER INFORMATION

Are you related to any Governors or other employee at the School?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, who?		
Please state where you saw this job advertised		

## 3. PRESENT APPOINTMENT

Post Held:	
Date Appointed:	
Specific Responsibilities:	
Employer's Address:	
Notice period:	
Current full time (or equivalent) salary:	

**4. PREVIOUS APPOINTMENTS:**

*Please provide a full history in chronological order with start dates (current first). Please include any periods of unemployment since leaving higher education and provide, where appropriate, explanations for any periods not in employment. Please indicate if any appointments were temporary or part-time.*

Title of post and name of employer	Reason for leaving	Period of Service	
		From	To

**5. EDUCATION AND ACADEMIC QUALIFICATIONS:**

School/College/University	From	To	Subjects, Qualifications, Grades, Honours
<u>Secondary (post 16)</u>			
<u>Degrees or equivalent</u>			
<u>Other qualifications</u>			

**6. PROFESSIONAL DEVELOPMENT:**

*Please give details of courses relevant to this application and indicate any awards/qualifications/certifications earned*

Course Title	Provider	Duration	Dates	Awards (if any)

**7. REFERENCES**

*The first reference should be your present or most recent employer. If you have previously worked with children in any capacity, please provide one referee covering this employment. Please note references will not be accepted from relatives or from referees writing solely in the capacity of a friend. Referees will be contacted before final interview.*

<b>May we approach your referees without further reference to you?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
1. Name:		2. Name	
Position:		Position:	
Address:		Address:	
Tel No. Day: Eve:		Tel No. Day: Eve:	
Email:		Email:	
In what capacity do you know the above?		In what capacity do you know the above?	
<b>If you were known to either of your referees by another name, please give details</b>		-	

**8. INTERESTS** (both professional and leisure)

## 9. LETTER OF APPLICATION

*Please attach a letter in support of your application in which you should give your reasons for applying for this post. Candidates should bear in mind the fact that this school is a boarding school with expectations that all staff will contribute to the extra curriculum life of the school. Include any information that you consider relevant to this application.*

## 10. DECLARATION

*I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not names on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and either (please delete as appropriate) I have not convictions, cautions or bind-overs or I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.*

<b>SIGNATURE:</b>	
<b>DATE:</b>	

*Monmouth School is committed to safeguarding and promoting the welfare of children and applicants must be prepared to undergo appropriate screening.*