



APPLICATION FOR EMPLOYMENT

Please complete the form in blank ink.

Application for the post of	
Current / Previous Annual Salary £	Part Time ☐ Full Time ☐
Availability ☐ Immediately	or From: Date / /

1. Personal Details

Surname	
Forename(s)	
Home address:	
Postcode:	
Languages spoken and Level:	
Tel. Home:	(Work):
Tel. Mobile:	e-mail address:
National Insurance number:	
Do you hold a British/EU Passport? If not, Do you have the right to work anywhere in the UK? or Do you require a Work Permit?	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐

2. Referees

These should be persons of appropriate standing with direct knowledge of your professional work and should include your present employer. Please note that we will contact the above referees if you are short listed for this post and seek reference before interview.

Name:	Name:
Job Title:	Job Title:
Name and address:	Name and address:
Postcode:	Postcode:
Email:	Email:
Telephone number:	Telephone number:
Contact before interview? Yes/No	Contact before interview? Yes/No

*Cambridge Montessori does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of Safeguarding Children. Safer Recruitment and Selection in Education Settings, DfE 1568-2005, July 2005

3. Education and Qualifications

Start with your Secondary Education and then include FE/Higher and initial teacher training

Secondary Schools, Colleges and Universities attended	Dates		Details of examinations passed and qualifications obtained
	From	To	

4. Continuing Education/In-Service Training

Please give details of all courses (including the month/year) attended of at least one day over the last two years. Continue on a separate sheet if required:

5. To be completed by AMI Montessori Teachers

Experience as a Montessori Directress leading a classroom?	
Years	Months Classroom size Assistants in the classroom
Main Language:	
AMI Montessori Approved Training Centre:	
Address:	
Country:	Post Code:
AMI Director of Training:	
Training Period Dates: From: __/__/____ to: __/__/____	
Language of submitted work: English ☐ Other Language:	
Examination Dates:	City:
Examiners Names: 1) 2)	
AMI Diploma(s) achieved: 0-3 ☐ 3-6 ☐ 6-12 ☐	
Any Conditions before acquiring the AMI Diploma: e.g. (Extra supervised practise, re-take exams)	

Please complete this page again if you hold more than one AMI Montessori Diploma.

6. Present or most recent employment

Job Title:		
Date Appointed to Post / /	Annual/Hourly Salary £	Contracted Hours:
Term Time only Yes ☐ No ☐	Notice Required:	
Reason for leaving:		
Name of School/Nursery/Employer:		
Type of Nursery/School (e.g. Preschool, Term time, Primary, Day care):		
Address:		
Post Code:		
Telephone number:	LEA/OFSTED Registration number:	
Key Responsibilities: <i>Continue on a separate sheet if required</i>		

7. Previous Early Years Employment

Post	School/Nurser y	Full/Part time	Salary Scale	Age Range	Key Responsibilities	Dates	
						From	To

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Continue on a separate sheet if required

8. Other Employment

Please give details:							
Place	Post	Full/Part time	Salary	Key responsibilities	Dates		
					From	To	

9. Gaps in employment and education

Please provide dates and reasons for any gaps in employment or education.

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Are you a car owner Yes ☐ No ☐	Do you hold a current licence Yes ☐ No ☐
Do you have access to public transport Yes ☐ No ☐	

Do you have any connections to the School/Nursery Yes ☐ No ☐ e.g. personal, financial, friends
If so please provide details

10. Supporting Statement
Please give details of your experiences, skills, abilities and any other additional information which you think would support your application. Please complete on a separate page sheet if required.

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11. Other relevant information
Do you consider yourself to have a medical need or disability?
May include any special needs or a disability that may require us to make a ‘reasonable adjustment’.

Rehabilitation of Offenders Act 1974

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, reprimands, warnings, 'bind-overs', or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

12. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES ☐ NO ☐

13. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (expectations) Order 1975 (amendment) (England and Wales) Order 2020 YES ☐ NO ☐

14. HAVE YOU EVER BEEN CONVICTED OF ANY OFFENCE OR 'BOUND-OVER' OR GIVEN A CAUTION, REPRIMAND OR WARNING? YES ☐ NO ☐

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope.
I hereby declare that the information provided is correct

Signature of applicant _____

Date____/____/____

Please return this Application Form to:

Smith's Children Montessori, Wray Hall, Victoria Road, Cambridge, CB4 3DZ

or by email: office@smithschildren.co.uk

15. Recruitment Monitoring

We are committed to providing equality of opportunity to all applicants. We operate an equal opportunities policy, which seeks to ensure that unfair discrimination does not take place during recruitment. To help us to monitor the effectiveness of the policy we would greatly appreciate your assistance. Completion of this form is not compulsory. The information it contains will not be used in deciding whether or not to invite you to interview or offer employment.

Please provide the following information below.

Please note: This information is confidential and does not form part of your application. It will be kept separate from your application form and will not be taken into account when making any decisions about the appointment.

Surname:	Initials:
Job Title:	Location Cambridge? Yes ☐ No ☐
Job reference number:	
Are you:	Male ☐ Female ☐
Would you describe yourself as a lone parent:	Yes ☐ No ☐
What is your age?	
Do you consider yourself to be disabled?	Yes ☐ No ☐
Are you applying as a jobsharer?	Yes ☐ No ☐
To which of these ethnic groups do you consider you belong? (NB This is not a question about your nationality or place of birth, but your ethnic origins)	

White British	☐	White Irish	☐	White (Other)	☐
Mixed race	☐	Indian	☐	Pakistani	☐
Bangladeshi	☐	Other Asian (non Chinese) ☐			
Black Caribbean	☐	Black African	☐	Black (Others)	☐
Chinese	☐	Latino American ☐			
Any other group (please state)					
Where did you see the job advertised?					