

CONFIDENTIAL

MARYLEBONE BOYS’ SCHOOL  
APPLICATION FORM

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| APPLICANT’S PERSONAL DETAILS | | | | |
| SURNAME: | | TITLE (Mr, Mrs, Ms etc): | | |
| FORENAMES: | | PREVIOUS NAME(S) (if applicable): | | |
| CONTACT ADDRESS: | | | | |
| WORK TELEPHONE: | HOME TELEPHONE: | | | MOBILE TELEPHONE: |
| EMAIL: | | | NATIONAL INSURANCE NUMBER | |
| ARE THERE ANY RESTRICTIONS ON YOUR BEING RESIDENT OR EMPLOYED IN THE UK?  YES/NO | | | | |

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| EDUCATION AND TRAINING | | | |
| NAME OF INSTITUTE AND ADDRESS | FROM | TO | EXAMINATIONS PASSED AND GRADES OBTAINED |
| Secondary School or College: |  |  | GCSE or equivalent:  A Levels or equivalent: |
| University or College: |  |  | Main subject(s):  Degree and date awarded:  Class of degree:  Fulltime/Part time: |
| Post Graduate Study: |  |  | Qualification:  Date awarded: |

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| CURRENT POSITION | | | | | |
| NAME AND ADDRESS OF EMPLOYER | JOB TITLE AND AREAS OF RESPONSIBILITY | | | | |
|  |  | | | | |
| PERIOD OF EMPLOYMENT |  | | | | |
| NOTICE PERIOD | PRESENT SALARY (SHOW ACTUAL FULL GROSS SALARY EXCLUDING ANY ONE-OFF PAYMENTS OR BONUSES) | | | | |
|  |  | | | | |
| EMPLOYMENT RECORD (Please list your previous roles, include all areas of responsibility with dates) | | | | | | |
| NAME AND ADDRESS OF EMPLOYER | | JOB TITLE, SALARY SCALE AND AREAS OF RESPONSIBILITY | FULL/PART TIME | FROM | TO | |
|  | |  |  |  |  | |

\*Please also use the above section to give details of any breaks in employment since leaving school. Provide dates and describe your activities e.g. voluntary work, raising family, unemployment, gap year travel.

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| PROFESSIONAL REFERENCES | |
| Please give the names of two referees who can vouch for your professional work, one of whom should be your present EMPLOYER | |
| Name:  Position:  Address:  Telephone number:  Email address: | Name:  Position:  Address:  Telephone number:  Email address: |
| Do you wish to be consulted before this referee is approached?  Yes/No | Do you wish to be consulted before this referee is approached?  Yes/No |

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| SUPPORTING STATEMENT |
| Your application should be accompanied by a supporting statement of no more than 2 sides of A4 (10pt) addressing the requirements for this post as outlined in the job description and person specification. Attach as a separate document if you wish. |

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| CRIMINAL HISTORY |
| The position you are applying for involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind overs, or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  Have you ever been convicted of any offence or bound-over or given a caution? YES/NO |

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| INDEPENDENCE |
| Are you related to any member of the governing body of Marylebone Boys’ School?  YES/NO |

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| SHARING OF PERSONAL DETAILS |
| I am willing to allow the school to pass on my personal details to other schools who may be interested in my application should I not be appointed at Marylebone Boys’ School.  YES/NO |

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| DECLARATION |
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| * I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge. * I confirm that I am not on either the ISA Children’s barred list or the ISA Vulnerable Adults barred list, disqualified from work with children or subject to sanctions imposed by a regulatory body. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to the school processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process. * I consent to the school making direct contact with all previous employers with whom I have worked with children or vulnerable adults in order to verify my reason for leaving that position. * I consent to the school making direct contact with the people specified as my referees to verify the reference. * I understand that under the terms of the Asylum and Immigration Act 1996 should I be short-listed for the post for which I am applying, I will provide the governing body, as employer, an original document\* showing my entitlement to work in this country. * I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.   Signature …………………………………………………………………………………. Date………………………………………….  In the event that you are made an offer of employment, a signed hard copy of this form will be required, along with original versions of your identification and proof of address documents and original certificates for all stated qualifications. |
| Please do not delete or move any sections of this form, even if they are not relevant. You may re-size boxes if the information you need to put in to them is larger than the space available. |

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| CONFIDENTIAL INFORMATION | | | |
| This section of the form will not be used in the shortlisting process | | | |
| Ethnic/cultural origin: choose one section from A-F and then tick the appropriate box to indicate your cultural background | | | |
| A White | | C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | |
|  | British |  | Indian |
|  | English |  | Pakistani |
|  | Scottish |  | Bangladeshi |
|  | Welsh |  | |
|  | Irish |  | |
|  | Any other white background please write in |  | Any other Asian background please write in |
|  |  |  | |
| B Mixed race | | D Black, Black British, Black English, Black Scottish or Black Welsh | |
|  | White and Black Caribbean |  | Caribbean |
|  | White and Black African |  | African |
|  | White and Asian |  | Any other Black ground, please write in |
|  | Any other mixed race background, please write in |  |  |
|  |  |  |  |
|  | I do not wish to disclose my ethnic origin | E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group | |
|  | |  | Chinese |
|  | |  | Any other background, please write in |
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| DISABILITY | | | |
| If you have a disability, please let us know of any arrangements we may need to make at interview. | | | |
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