



MERCHANT TAYLORS' School

CONFIDENTIAL

Name:	
Position applied for:	
Date:	
Advertisement seen in:	

It is the responsibility of all candidates to familiarise themselves with the School's Explanatory Notes on the Process of Application and Recruitment and the School's Child Protection Policy

Please complete and return, marked 'Confidential', to:

Human Resources
Merchant Taylors' School
Sandy Lodge
Northwood
Middlesex HA6 2HT

(a separate Curriculum Vitae may also be enclosed, together with a covering letter of application)

Tel: 01923 821850
Fax: 01923 835110
Email: recruitment@mtsn.org.uk

**Application For Employment
(Teaching Staff)**

PERSONAL

Surname		Forenames (<i>underline name by which you prefer to be known</i>)	
Title Dr/Mr/Mrs/Miss/Ms/Other		Former Surname (<i>e.g. maiden name or any previous change of name</i>)	
Date of Birth (DD/MM/YYYY)			
Current Address			
Postcode			
Previous Address (<i>If resident at current address for less than five years</i>)			
Postcode			
Telephone Home	Telephone Mobile	Telephone Work	DfES/TRN No.
Email		National Insurance Number	
Do you hold a current driving licence? Yes/No		Details of any endorsements	
Have you ever been convicted of a criminal offence? Yes/No If yes, please provide details:		Do you have any court action pending? Yes/No If yes, please provide details:	
Are you eligible to work in the UK?		Yes/No	
If you are offered, and accept, a position at Merchant Taylors' School would you continue in any other form of employment? Yes/No If yes please give details. (<i>Please note it is School policy not to allow members of teaching staff to continue in any other form of employment. Permission may only be granted by the Head Master in exceptional cases</i>)			
Please indicate if you know any existing employees or Governors of the school and if so in what capacity			
Have you previously applied for work at the School? No/Yes If yes, please provide details			

SANCTIONS, RESTRICTIONS AND PROHIBITIONS

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country?	Yes/No
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes/No
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	Yes/No
If answering "Yes" to any of the questions in the above Sanctions, Restrictions and Prohibitions section please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.	

EDUCATION AND TRAINING *(Secondary education onwards)*

Name of School/College	Date From	Date To	Examinations taken (with results)	
FURTHER EDUCATION Name of University/College	Date From	Date To	Principal degree subjects	Class of Degree

POSTGRADUATE TRAINING

Name of Institution and Qualifications gained	Date obtained

PROFESSIONAL QUALIFICATIONS

	Qualified Teacher Status Registration No.	Yes/No
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EMPLOYMENT HISTORY**PRESENT/MOST RECENT EMPLOYMENT**

Name and address of School/College	Appointment	Date From	Date To

Summary of current responsibilities (incl. any *additional* duties/activities performed)

Present Salary Salary Point:	Annual Salary £

PREVIOUS EMPLOYMENT

(Start with last position and work back through your career, ensuring that any gaps in employment are explained fully – use a separate sheet if necessary)

Employer's name & address	Appointment	Dates	Reason for leaving

Please outline how you would contribute to the School's extra-curricular programme, identifying any particular skills or experience that would support your application

REFERENCES

Please provide at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note a reference will not be accepted from relatives or from a referee writing solely in the capacity of a friend.**

Referees will be contacted prior to interview.

Name
Address

Name
Address

Tel No.
Email

Tel No.
Email

RECRUITMENT POLICY

- Under the requirements of the Children's Act, it is necessary for us to carry out a criminal background check with the Disclosure and Barring Services (DBS). This check will only be carried out in the event of being offered a position. If you have any queries with regard to this check please raise these during your interview.
- It is Merchant Taylors' policy to employ the best qualified personnel and not to discriminate against any person because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- Merchant Taylors' School has a no smoking policy in all areas of the School.

DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or if employed, dismissal.

In accordance with DfES guidance any offer of employment will be conditional upon the School verifying the successful applicant's medical fitness for the role. If your application is successful you will be required to complete a medical questionnaire, the responses to which will be assessed by the School nurse before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

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 named on DfES Child Barred List 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 no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

Signature _____ Date _____