

Please complete the Application Form in full, save it in PDF format and email it to [recruitment@marlboroughcollege.my](mailto:recruitment@marlboroughcollege.my) along with your letter of application. This form is for Academic and Pastoral Positions.

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| **POSITION APPLIED FOR** |  |

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| **PERSONAL INFORMATION** | | | | | |
| **Title:** | | | **Surname:** |  | |
| **Forenames:** |  | |
| **Previous Surname(s):** | |  | | | |
| **Marital Status:** | | | **Name of Dependents** (spouse & children) | | **Date of Birth** (school age children) |
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| **Nationality:** | | | **Passport or**  **Malaysian IC Number:** |  | |
| **Date of Birth:** |  | |
| **Current Address:** | |  | | | |
| **Previous Addresses in the last five years:** | | | | | |
| Date From | Date To | Address | | | |
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| **Email Address:** | |  | | | |
| **Contact Telephone No.** | |  | | | |

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| **EDUCATION & QUALIFICATIONS** | | | | | | |
| Please list all secondary schools, further education and higher education institutions attended, together with examinations taken and grades/degree obtained.  The original certificates for all qualifications listed must be made available to HR or the interviewer on request. | | | | | | |
| **Senior School Attended** | | | | | |
| **Date From** | **Date To** | **School Name / Country** | **Qualification** (GCSE, IB, A Level, etc) | **Subjects** | **Grades** |
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| **Universities / Higher Education Institution Attended** | | | | | |
| **Date From** | **Date To** | **Institution Name / Country** | **Qualification**  (e.g. Bachelor. Masters) | **Course Titles** | **Grades** |
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| **Other achievements/interests at university:** | | | | | | |
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| **Teaching Qualifications** | | | | | | |
| **Date Obtained** | | **Institution Name / Country** | **Qualification** | **Course Title** | **Grades** | |
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| **Other awards and qualifications** | | | | | | |
| **Date Obtained** | | **Institution Name / Country** | **Qualification** | **Course Title** | **Grades** |
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| **FULL EMPLOYMENT HISTORY** | | | |
| Please list a full history (starting with the most recent and giving start and end dates) of all employment, self-employment and any periods of unemployment since leaving higher education. Provide explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. Please continue on a separate sheet if necessary. | | | |
| **Current or Last Position** (if currently unemployed) | | | |
| **Dates of Employment** | | **Name and Address of**  **Current or Last Employer** | **Job Title and brief summary**  **of Main Responsibilities** |
| **From** | **To** |
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| **Annual Base Salary:** | |  | |
| **Annual Allowance/Bonus** | |  | |
| **Other Benefits** | |  | |
| **Contract End Date**  (if applicable) | |  | |
| **Notice Period**  (months or terms) | |  | |
| **Reason for leaving:** | |  | |

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| **Previous Position(s) -** Starting with Most Recent Employment and include your full employment history since graduation | | | | |
| **Name and Address**  **of Previous Employer** | |  | | |
| Dates of Employment | | Job Title | Main Responsibilities | Reason for Leaving |
| From | To |
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| **Name and Address**  **of Previous Employer** | |  | | |
| Dates of Employment | | Job Title | Main Responsibilities | Reason for Leaving |
| From | To |
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| **Name and Address**  **of Previous Employer** | |  | | |
| Dates of Employment | | Job Title | Main Responsibilities | Reason for Leaving |
| From | To |
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| **Name and Address**  **of Previous Employer** | |  | | |
| Dates of Employment | | Job Title | Main Responsibilities | Reason for Leaving |
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| **Name and Address**  **of Previous Employer** | |  | | |
| Dates of Employment | | Job Title | Main Responsibilities | Reason for Leaving |
| From | To |
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| **GAPS IN EMPLOYMENT HISTORY** | | | | |
| **From** | **To** | **Reason for the Gap** | | |
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| **PASTORAL EXPERIENCE -** Please describe any pastoral experience you have and include any that might enhance our boarding community |
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| **HOBBIES & INTERESTS** – Please describe any hobbies and interests you have that may enhance our co-curriculum activities. |
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| **PROFESSIONAL DEVELOPMENT -** Please describe recent opportunities you have had for developing your teaching or specific professional  practice along with any other skills and experience. |
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| **SUPPLEMENTARY INFORMATION** – Please add any information you were unable to fit into the previous sections. |
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| **REFERENCES** | | | | |
| *Please provide all the required information indicated in the table below for three referees.*  ***Referee 1 should be your current Principal/ Headteacher of your current school or the last school you worked for if you are not employed currently****.*  ***Referee 2 should be the Principal/Headteacher of your previous school if applicable, but otherwise another professional reference.***  *References will not be accepted from relatives, Colleagues or from referees writing solely in the capacity of friends.* Please do not send testimonial letters.  **References will be taken prior to interview. Marlborough College Malaysia will be authorised by you to obtain references prior to your interview and shall approach the nominated referees as indicated below for information to verify particular experience or qualifications.** | | | | |
|  | **Referee 1**  ***Must be the Principal/Headteacher of***  ***your current School*** | **Referee 2**  ***Must be a professional reference (from previous school Headteacher if applicable)*** | **Referee 3** | |
| **Name:** |  |  |  | |
| **Job Title** |  |  |  | |
| **Employer** |  |  |  | |
| **Professional Relationship** |  |  |  | |
| **Email Address:** |  |  |  | |
| **Postal Address:** |  |  |  | |
| **Telephone** (Work)**:** |  |  |  | |
| **Mobile Number:** |  |  |  | |
| **MEDICAL DISCLOSURE** | | | | |
| Please provide details of All current or previous medical conditions (NB..A full medical report will be required prior to commencement of employment) | | | | |
| **OTHER INFORMATION** | | | | |
| Marlborough College Malaysia is an equal opportunity employer. Selection criteria are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. | | | | |
| **Working in Malaysia** | Do you have any restrictions on taking up employment in Malaysia?  If yes, please give details below: | | |  |
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| Do you require a work visa to be employed in this country?  If you currently have a Malaysian work visa, please provide details below. | | |  |
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| **Reasonable Adjustments** | Do you have any disability that may require reasonable adjustments? If yes, please provide details below: | | |  |
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| **Conflict of Interest** | Do you have any connection with the College you have applied for? If yes, please provide brief detail below: | | |  |
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| **Safer Recruitment and Requirement for Enhanced Disclosure and Barring Checks** | | |
| Marlborough College Malaysia is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service with Atlantic Data. Previous employers will be approached for information to verify particular experience of qualifications prior to or following an interview. If your current and/or previous posts have involved working with children on either a paid or voluntary basis questions will be asked about disciplinary offences related to children, including any which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been subject to any child protection concerns and if so the outcome of any enquiry or discipline procedure. **Failure to disclose this information could result in disciplinary action or dismissal. Any information will be treated in complete confidence. Full details should be provided in a sealed envelope addressed to the Head of HR and marked ‘Private and Confidential’ and enclosed with this application. The information should include date and nature of the offence.** | | |
| **Criminal Background Checks** | | |
| This post will require from UK candidates:  * You will need to undergo an enhanced DBS check from the Disclosure and Baring Service even if you already hold one. Alternatively, if you are registered with the DBS Update Service, you will need to provide your reference number and permission to undertake a search. This will also apply to former members of staff who re-join unless than three months have passed with between their leaving and their re-employment date.  This post will require from International candidates:  * A Police check from country of origin (i.e. country that issued a passport) * A Police check from current country of residence which is less than six months old at the time of leaving the country.  Please note that the College may require police checks from every country where you have spent six months or more. | | |
| **Prohibition Order Checks & General Online Search** | | |
| All successful academic post applicants will undergo prohibition check to ensure that a prospective teacher is not prohibited from Teaching undertaken by COBIS (service provider). This includes Prohibition From Teaching Check, Section 128 Check, EEA Online Check, Teachers Who Have Failed Induction or Probation Check, General Teaching Council for England (GTCE) sanctions. Additionally, the College will carry out the public Online search for all the applicants applied to the job advertisement. | | |
| **Education / Professional Qualification Certificates** | | |
| All applicants will be asked to present or submit an original or duplicate copy of all qualification certificate before/after the interview. Any faulty or fake qualification, certified replacement, or academic certificate is an offence and could result being rejected or in summary dismissal if have appointed; also in possible referral to the police. | | |
| **Declaration** | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 (as amended in 2013)? If yes, please provide detail: |  |
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| Is there any reason why you may not suitable to work with children or vulnerable adults? If yes, please explain why: |  |
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| Have there been any Child Protection concerns/investigations about you in the past? If yes, please explain why: |  |
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| Have there been any Child Protection concerns/investigations about you in the past? If yes, please explain why: |  |
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| Has any country ever denied you an entry visa? If yes, please explain why: |  |
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| **Please confirm the following statements are true by signing the box below.** | | |
| * I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the School, and is likely to result in dismissal. * I understand that will be asked to complete a ‘Disclosure of Criminal Convictions’ form and, where appropriate, a Disclosure will be sought from the Criminal Records Bureau in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment. * I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post. * I confirm Marlborough College Malaysia may process my personal data (including sensitive data) for the purposes of processing this employment application, and if successful would form part of the employment record. The processing will include disclosing my data with the third party for verification purposes. * I understand that the information requested is mandatory and the college will not be able to process my application without them. I acknowledge I have read the privacy notice at [**mcm.my/privacy**](https://www.marlboroughcollegemalaysia.org/privacy/)and I have the right to contact HR to correct the data or withdraw consent at any time. | | |
| **Full Name** | **Signature** | **Date** |
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