



Mander Portman Woodward

# Application form

Applicant's name:

Position applied for:

# 1. Personal details

Title: Mr  Mrs  Miss  Ms  Other

Forename(s):

Surname:

Former name(s):  Preferred name:

Date of Birth:  National Insurance number:

Address:

Home telephone number:

Mobile telephone number:

Email address:

Are you currently eligible for employment in the UK? Yes  No

Do you have Qualified Teaching Status? Yes  No

If so, what is your DfE number:

Are you related to or do you maintain a close relationship with an existing employee or director of MPW? If so, please provide details:

## 2. Sanctions and prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency, 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 Section 2, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

Please continue to Section 3 on the next page

# 3. Education

Please provide details of your qualifications since A level (or equivalent), starting with the most recent.

1 Name of school / college / university			
Date attended from:	<input type="text"/>	Date attended to:	<input type="text"/>
Subject(s)		Result(s)	

2 Name of school / college / university			
Date attended from:	<input type="text"/>	Date attended to:	<input type="text"/>
Subject(s)		Result(s)	

3 Name of school / college / university			
Date attended from:	<input type="text"/>	Date attended to:	<input type="text"/>
Subject(s)		Result(s)	

4 Name of school / college / university			
Date attended from:	<input type="text"/>	Date attended to:	<input type="text"/>
Subject(s)		Result(s)	

## 4. Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider relevant to the role for which you have applied.

## 5. Current or most recent employment

Current / most recent employer:

Current / most recent job title:

Current / most recent employer's address:

Date employment started:  
(DD/MM/YY)

Date employment ended:  
(DD/MM/YY)

Brief description of duties:

Do you / did you receive any employee benefits?

Yes

No

If so, please provide brief details:

Current salary / salary on leaving:

When would you be available to take up employment if offered:

Reason for seeking other employment:

## 6. Previous employment

Please list **ALL** previous employment prior to your current job role. If further space is required, use the continuation sheet provided at the end of the form.

Note: If you have worked, lived or travelled outside the UK for more than three months in the last 10 years, it is likely we will require you to undertake an international police check before joining us. [Click to read more about how to obtain these checks.](#)

Name of employer	Job title	Reason for leaving	DD/MM/YY
			to DD/MM/YY

  

Name of employer	Job title	Reason for leaving	DD/MM/YY
			to DD/MM/YY

  

Name of employer	Job title	Reason for leaving	DD/MM/YY
			to DD/MM/YY

## 7. Gaps in your employment

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.

Reason for gap	DD/MM/YY
	to DD/MM/YY

Reason for gap	DD/MM/YY
	to DD/MM/YY

## 8. Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. If further space is required, use the continuation sheet provided at the end of the form.

# 9. References

Please supply us with the names and contact details of three people who we may contact for references. One reference must be your current/most recent employer. If this was a school, the reference must be provided by or countersigned by the Head Teacher / Principal. None of your referees should be a relative or someone known to you solely as a friend. The college intends to take up references on all shortlisted candidates before interview. MPW reserves the right to take up references from any previous employer.

If the college receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

The college may also telephone your referees in order to verify the reference they have provided.

Name:	<input type="text"/>	Organisation:	<input type="text"/>		
Job Title:	<input type="text"/>	Tel. number:	<input type="text"/>		
Email:	<input type="text"/>	May we contact prior to interview?			
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Name:	<input type="text"/>	Organisation:	<input type="text"/>		
Job Title:	<input type="text"/>	Tel. number:	<input type="text"/>		
Email:	<input type="text"/>	May we contact prior to interview?			
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Name:	<input type="text"/>	Organisation:	<input type="text"/>		
Job Title:	<input type="text"/>	Tel. number:	<input type="text"/>		
Email:	<input type="text"/>	May we contact prior to interview?			
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>



# 10. Criminal record

The college applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check, for all positions at the college which amount to regulated activity. It is unlawful for the college to employ anyone who is barred from working with children.

It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the college. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the college is conditional upon the college being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The college is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent") in order to assess their suitability to work with children.

If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the college's objective assessment procedure set out in the college's recruitment, selection and disclosure policy and procedure.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country?

Yes

No

Is there any relevant court action pending against you?

Yes

No

If 'YES' to any of the above questions, please provide further details on a separate sheet and send this in a sealed envelope or as an email attachment marked 'confidential' with your application form.

# 11. Recruitment

It is the college's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the college are subject to a probationary period.

The college is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

A copy of the college's staff recruitment policy is enclosed with this application form.

If your application is successful, the college will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. However, please indicate below if you would like the college to retain your details on file so that you can be notified of future vacancies that may be of interest to you.

Information on how the college uses personal data is set out in the college's Privacy Notice, which can be found [here](#).

Would you like the college to notify you of suitable future vacancies if your application is unsuccessful?

Yes

No

# 12. Declaration

- 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 named on the Children's Barred List or otherwise disqualified from working with children.
- 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.

Signature:

Date:

(DD/MM/YY)



# Continuation sheet