



# MARLBOROUGH COLLEGE MALAYSIA

Insert your recent photograph  
here

Please complete the Application form electronically in full and save as a PDF format. It is essential part of our selection process and the information you give us to select candidates for interview. Completed form must be sent to [recruitment2021@marlboroughcollege.my](mailto:recruitment2021@marlboroughcollege.my) along with letter of application. You may also include your CV. Use adobe or Foxit pdf software for electronic fillable version or email us for word document application form.

Position Applied for:

Personal Information	
Title: (Mr/Mrs/Miss/Ms/Other)	Surname: Forenames:
Any Previous Surname(s):	
Marital status:	Number / names / ages of dependents (please give date of birth for any school age children):
Nationality:	Passport/NRIC Number:
	National Insurance No (If British):
Current Address:	
Previous Address: (if resident at current address for less than five years please provide any previous addresses, including dates, during this period)	
Email:	
Daytime & Evening telephone number (Home/Work):	
Mobile WhatsApp Number:	

## Education and Qualification

Please list all secondary schools, further education and higher education institutions attended, together with examinations taken and grades/degree obtained. Certificates for all qualifications listed must be brought for interview.

Senior school (s) attended	Dates: MM/YY From                      To		A levels or equivalent, Dates awarded	Grades

*Other achievements/interests at school:*

University or other Higher Education Institution	Dates : MM/YY From                      To		Field of studies	Grades

*Other achievements/interests at University:*

Other awards, qualifications and courses attended (please include any CPD)			
College, Education Centre or Institution	Dates : MM/YY From                      To		Award/Course title and Qualification

**Academic Post (Teaching position only)**

*If you are applying for a non-teaching role please leave this section blank and continue to the next section.*

Are you a registered Teacher? Please state Yes / No:

If yes, in which country did you qualify as a teacher?

Date (MM/YY) obtained:

Do you have Qualified Teacher Status (QTS)? Please state Yes / No:

Teacher Reference No:

**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 Position			
Dates of Employment		Name and Address of Employer	Job Title and brief summary of main responsibilities
From (mm/yy)	To (mm/yy)		
Salary and description of benefits and package:			
Notice Period:			
Reason for leaving:			

Previous Position(s)- Starting with Most Recent Employment			
Dates of Employment From (mm/yy) To (mm/yy)		Name and Address of Employer	Job Title and brief summary of main responsibilities
Salary and description of benefits and package:			
Notice Period:			
Reason for leaving:			
Salary and description of benefits and package:			
Notice Period:			
Reason for leaving:			
Salary and description of benefits and package:			
Notice Period:			
Reason for leaving:			
Salary and description of benefits and package:			
Notice Period:			
Reason for leaving:			
Salary and description of benefits and package:			
Notice Period:			
Reason for leaving:			

### Gaps in Employment

*Please give details of any gaps in employment since leaving full-time employment. The maximum word count is 100.*

Start Date (mm/yy)	End Date (mm/yy)	Reason

### Pastoral Experience

*Please describe any pastoral experience you have and include any that might enhance our boarding community. The maximum word count is 100.*

### Hobbies and Interest

*Please describe and hobbies and interest you have and include any that might enhance our co-curriculum activity. The maximum word count is 100.*

### Professional Development

*Please describe recent opportunities you have had for developing your teaching or specific professional practice along with any other skills and experience. The maximum word count is 100.*

### Medical Disclosure

*Please provide details of All current or previous medical conditions (N.B.a full medical report will be required prior to commencement of employment) The maximum word count is 100.*

## Personal Statement

*Please outline below why you are interested in this post and describe how your skills, knowledge and experience are applicable, referring to the person specification. Please ensure that you address the criteria, preferably in order. The maximum word count is 750.*

## Reference

Please provide telephone, address and email contacts for three referees. Referee 1 should be your current or most recent employer. Where you are not working with children, your referee must be from the line manager/ Department Head / Head of Human Resource by whom you were most recently employed. 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 may be taken prior to interview. Marlborough College are authorized to obtain references and may approach my nominated referees as indicated above for information to verify particular experience or qualifications.

	Referee 1	Referee 2	Referee 3
Name:			
Address:			
Postcode:			
Telephone (Office):			
Mobile Number:			
Email:			
Occupation:			
Professional relation to you:			

## 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	Yes/No
Do you have any restrictions on taking up employment in Malaysia? If yes, please give details below:	
Do you require a work visa to be employed in this country?	
If you possess a work visa, please give details:	
Reasonable Adjustments	
Do you have any disability that may require reasonable adjustments? If yes, please give details below:	
Conflict of Interest	
Do you have any connection with the College you have applied for? If yes, please provide brief details below:	

## 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 (formally known as CRB). 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 HR Manager and marked 'Private and Confidential' and enclosed with this application. Information would include the date, court, nature of offence, etc.*

### 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

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.

### 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

	Yes / No Please indicate appropriate
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)?	
Is there any reason why you may not suitable to work with children or vulnerable adults? If yes, please explain why:	
Have there been any Child Protection concerns/investigations about you in the past? If yes, please explain why:	
Have you lived outside the UK for a period of three months or longer within the last five years? If yes, please give dates and country/ies.	
Has a country ever denied you an entry visa? If yes, please explain why:	



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](http://mcm.my/privacy) and I have the right to contact HR to correct the data or withdraw consent at any time.

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**