APPLICATION FOR TEACHING POST

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| Position applied for: |  |

PERSONAL INFORMATION

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| Title (Mr/Mrs/Miss/Ms/Other) | Surname: |

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| Forename(s): |

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| Preferred Name: |

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| Former Surname(s):  *(e.g. maiden name or any previous change of name(s)* |

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| Date of Birth:  National Insurance No:  UK/EC passport holder? Yes  No | Do you require a work permit to work in the UK? Yes  No  *If yes please provide details* |

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| Do you hold a full UK driving licence? Yes  No  If yes do you have any current endorsements? Yes  No  *If yes please provide details* |

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| --- | --- |
| Current address (including full postcode)      Post Code:  Date moved to this address: *(mm/yyyy)* | Contact details  Daytime:  Evening:  Mobile:  Email : |

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| Previous addresses *(if resident at current address less than five years please provide any previous addresses, including dates, during this period. Please continue on a separate sheet if necessary)* | |
| Post Code:  Date moved to this address: *(mm/yyyy)* | Post Code:  Date moved to this address: *(mm/yyyy)* |

EDUCATION and QUALIFICATIONS

*Please list in chronological order all secondary schools, further education and higher education and higher education institutions attended, together with examinations taken and grades/degrees obtained. Please continue on a separate sheet if necessary.*

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| --- | --- | --- | --- | --- |
| Years Attended | | School / University | Examinations | Grade / Degree |
| From  *(mm/yyyy)* | To  *(mm/yyyy)* |  |  |  |
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| Do you have Qualified Teacher Status? Yes  No | Do you have a DfES reference number? Yes  No  If yes, please give the 5 or 7 digit number |

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| Have you made a previous application to Marlborough College? Yes  No  If yes when was this? *(mm/yyyy)* |

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| Where did you see this vacancy advertised? |

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| Please indicate whether you know any existing governors or employees of Marlborough College and give their name, and how you know them.    Yes  No |

EMPLOYMENT HISTORY

CURRENT / MOST RECENT EMPLOYMENT

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| Employer’s name: | Job title: |

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| Date started: | Date employment ended (if applicable) *mm/yyyy* |

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| Address: | Brief description of responsibilities: |

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| Do you / did you receive any employment benefits in addition to salary?  *If so, please provide details* | Reasons for seeking other employment: |

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| Please state when you would be available to take up employment if offered: *dd/mm/yyy* | Current salary / salary on leaving: |

PREVIOUS EMPLOYMENT AND/OR ACTIVITIES SINCE LEAVING EDUCATION

I*f your current / most recent role does / did not involve work with children, please indicate below any previous roles which did. Please also include any gaps in your employment history, eg periods not in employment, looking after children, sabbatical year, please give details and dates. Please continue on a separate sheet if necessary*

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| --- | --- | --- | --- | --- |
| Name & Address of Employer | Dates | | Position / Duties | Reason for Leaving |
|  | From *mm/yyyy* | To *mm/yyyy* |  |  |
|  |  |  |  |  |
| Post Code: |
|  |  |  |  |  |
| Post Code: |  |  |  |  |
|  |  |  |  |  |
| Post Code: |  |  |  |  |

*Previous employers may be approached (including those overseas) for information to verify particular experience or qualifications before 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 disciplinary procedure.*

SUITABILITY

*Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Role 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. Continue on a separate sheet if necessary.*

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HEALTH

*The College is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions are to ensure that the College complies with its obligations under the Disability Discrimination Act 1995 (“the Act”). For the purposes of the Act a disability is classed as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.*

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| Do you consider yourself to be disabled? Yes  No  *If you wish, please give further details:* |

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| Are there any special arrangements you might require to attend an interview? Yes  No  *If yes, please give details:* |

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| If offered the position applied for, (on the basis of the Job Description provided) are there any arrangements or adjustments that the College would need to make to enable you to carry out the role? Yes  No  *If yes, please give further details:* |

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

HOBBIES AND INTERESTS

*Please give details of any interests, hobbies or skills that you have which you could bring to the College for the purpose of enriching pupils’ extra-curricular activities.*

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CRIMINAL RECORDS

*An offer of employment is conditional upon the College receiving satisfactory evidence from the Disclosure & Barring Service and a clear check of the Independent Safeguarding Authority’s barred list. If you are successful in your application you will be required to complete a Disclosure & Barring Service application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure & Barring Service (a copy of which is available from the College on request).*

*The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly on an individual basis.*

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| Have you ever been convicted by the courts of any criminal offence? Yes  No  Is there any relevant court action pending against you? Yes  No  Have you ever received a caution, reprimand or final warning from the police? Yes  No  *If yes to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “Confidential - Disclosure” with your Application Form.* |

REFEREES

*Please provide contact details for three 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, references will not be accepted from relatives or from referees writing solely in the capacity of friends.*

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| --- | --- |
| First Referee | |
| Name: | Position / Capacity known: |
| Address:  Post Code: | Telephone no: |
| Email address: |
| May we contact before interview? Yes  No |

REFEREES

|  |  |
| --- | --- |
| Second Referee | |
| Name: | Position / Capacity known: |
| Address:  Post Code: | Telephone no: |
| Email address: |
| May we contact before interview? Yes  No |
| Third Referee | |
| Name: | Position / Capacity known: |
| Address:  Post Code: | Telephone no: |
| Email address: |
| May we contact before interview? Yes  No |

*Unless you have otherwise stated, references will be taken up if you have been selected for interview.*

DECLARATION (please read carefully)

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 List 99 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

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| I do have convictions, cautions or bind-overs: Yes  No  *If yes, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form.* |

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| NAME: | SIGNATURE: |
| DATE: | |

On completion, please return this application form via email to:

recruitment@marlboroughcollege.org

or by post to:

Miss A M Kenny, HR Assistant, Human Resources Department, Marlborough College, Marlborough, Wiltshire, SN8 1PA, UK