



# MARLBOROUGH COLLEGE MALAYSIA

Please include /  
attach a recent  
passport photo to  
accompany this  
application.

The information requested in this application form is in accordance with employment practice governed under Malaysian law, and will be treated in the strictest of confidence.

Please complete **ALL** sections unless stated otherwise

## Application Form

### Personal Details

Position applied for:

Title (Mr/Mrs/Miss/Ms/Other:

Surname/Family name:

First Name(s): *(Please state the full name as given on your passport or IC. Capitalise the name by which you like to be known)*

Former Surnames / Family name: *e.g. maiden name or any previous change of name(s)*

Marital status and number / names / ages of dependants *(please give date of birth for any school age children)* :

Nationality :

Passport / IC number :

Date of birth :

Place of birth :

Do you require a work permit to work in Malaysia Please state Yes / No :

Current Address *(including post code)* :

Previous Address *(if resident at current address for less than five years please provide any previous addresses, including dates, during this period. Please continue on a separate sheet if necessary)* :

Mobile telephone number :

Skype ID / Facetime ID :

Email :

Daytime & Evening telephone number :

## Education

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.*

### Secondary Education

| Name and address of school(s) | From<br>(month and year) | To<br>(month and year) | Examination | Qualifications and grades obtained |
|-------------------------------|--------------------------|------------------------|-------------|------------------------------------|
|                               |                          |                        |             |                                    |

### Further / Higher Education

| Name of College / University | From<br>(month and year) | To<br>(month and year) | Field of studies | Qualifications and grades obtained |
|------------------------------|--------------------------|------------------------|------------------|------------------------------------|
|                              |                          |                        |                  |                                    |

### Other Trainings / Any relevant courses, including organisations, dates and subjects covered.

(Maximum 150 words)

### Languages Spoken (please list languages spoken, and the level of fluency low, medium or high)

| Basic User | Independent User | Proficient User |
|------------|------------------|-----------------|
|            |                  |                 |

## Academic Post

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

|   |  |
|---|--|
| <b>Are you a registered Teacher?</b><br>Please state Yes / No :   | <b>If yes, in which country did you qualify as a teacher? :</b><br><br><b>Date (MM/YY) obtained :</b>  |
| <b>Do you have Qualified Teacher Status (QTS)?</b><br>Please state Yes / No :<br><br><b>Please provide your UK (or equivalent) teacher reference number :</b> | <b>Do you consider yourself to have a disability?</b><br>Please state Yes / No :<br><br><b>If yes, please explain the nature of your disability and any adjustments required :</b> |

## Career 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.*

### Present Employment

| Name and Address of Employer                                     | Position held<br>(state if full or part time) | Position / Duties<br>Level of Teaching | From<br>(month and year)       | To<br>(month and year) |
|--|---|--|--------------------------------|------------------------|
|  |   |  |                                |                        |
| <b>Current Base Salary and any other salary component (P.A):</b> |   |  | <b>Notice period required:</b> |                        |

**Reason for Leaving:**

### Previous Employment 1

| Name and Address of Employer | Position held<br>(state if full or part time) | Position / Duties<br>Level of Teaching | From<br>(month and year) | To<br>(month and year) |
|------------------------------|---|--|--------------------------|------------------------|
|                              |   |  |                          |                        |

**Reason for Leaving :**

| Previous Employment 2        |  |  |                                 |                               |
|------------------------------|--|--|---------------------------------|-------------------------------|
| Name and Address of Employer | Position held<br><i>(state if full or part time)</i> | Position / Duties<br>Level of Teaching | From<br><i>(month and year)</i> | To<br><i>(month and year)</i> |
|                              |  |  |                                 |                               |
| Reason for Leaving :         |  |  |                                 |                               |
| Previous Employment 3        |  |  |                                 |                               |
| Name and Address of Employer | Position held<br><i>(state if full or part time)</i> | Position / Duties<br>Level of Teaching | From<br><i>(month and year)</i> | To<br><i>(month and year)</i> |
|                              |  |  |                                 |                               |
| Reason for Leaving :         |  |  |                                 |                               |
| Previous Employment 4        |  |  |                                 |                               |
| Name and Address of Employer | Position held<br><i>(state if full or part time)</i> | Position / Duties<br>Level of Teaching | From<br><i>(month and year)</i> | To<br><i>(month and year)</i> |
|                              |  |  |                                 |                               |
| Reason for Leaving :         |  |  |                                 |                               |

## 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.*

## Pastoral Experience

*Please describe any pastoral experience you have and include any that might enhance our boarding community. The maximum word count is 150.*

## Hobbies and Interest

*Please describe any hobbies or interests you have and include any that might enhance our co-curricular activities. The maximum word count is 150.*

## 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 150.*

## 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)*

## Referees

Please provide telephone, address and email contacts for three referees. Referee 1 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. **References will not be accepted from relatives or from referees writing solely in the capacity of friends. Please do not send testimonial letters. References may be taken prior to interview.**

|                        | Referee 1 | Referee 2 | Referee 3 |
|------------------------|-----------|-----------|-----------|
| Name :                 |           |           |           |
| Address :              |           |           |           |
| Postcode :             |           |           |           |
| Telephone :            |           |           |           |
| Email :                |           |           |           |
| Occupation :           |           |           |           |
| Work relation to you : |           |           |           |

Verified by Human Resource

Date :

### Notes regarding referees & references

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.

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.

## Consent

This application is a full and accurate statement and I consent for the facts to be verified and for referees to be contacted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[Please type your full name to represent your digital signature]

## Criminal convictions and cautions

*Appointment to this post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level.*

*DBS background security check will be conducted on British Nationals. If you are a British National and you have been living outside of the UK for more than three years, or if you're not a British citizen, we will conduct a global screening (first advantage) before employment commences.*

**\* Have you ever received a caution, including conditional cautions, or been convicted by a court of any offence which is not 'protected'?**

**Yes / No :**

**\* Have you ever been the subject of an investigation or enquiry by the Police or Local Authority in relation to a child or children?**

**Yes / No :**

*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.*

## Education / Professional Qualification Certificates

**I confirm that I currently hold and can provide at interview, original certificates (or certified replacements) for qualifications declared on this form.**

**Yes / No :**

## Declaration

**I am aware that the post for which I am applying is held under the jurisdiction of Malaysian Employment Law. I understand 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 the UK DfES List 99 or the UK Protection of Children Act List, am not subject to any sanctions imposed by an International regulatory body, and have no convictions, cautions or bind-overs. I consent to references being taken prior to interview in accordance with the College's safeguarding policy.**

\_\_\_\_\_  
**Signature**

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

**[Please type your full name to represent your digital signature]**

## Further Information

*Where did you first see this vacancy advertised? Please state Yes for the chosen one*

**Marlborough College Malaysia Website :**

**New Straits Times :**

**TES :**

**Job Street :**

**Guardian Online :**

**Faculty Match :**

**Straits Times :**

**Other (please specify) :**

*Have you previously applied for a position at Marlborough College Malaysia? If yes, please provide the following details.*

**Position applied for :**

**Did you attend any interview and when (If applicable) :**

Please return the completed application form by email to [recruitment2019@marlboroughcollege.my](mailto:recruitment2019@marlboroughcollege.my)