



# MERCHANT TAYLORS' School

## CONFIDENTIAL

<b>Name:</b>	
<b>Position applied for:</b>	
<b>Date:</b>	
<b>Advertisement seen in:</b>	

It is the responsibility of all candidates to familiarise themselves with the School's Safer Recruitment Policy, Code of Conduct for Staff Policy and the School's Child Protection Policy.

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Safer Recruitment Policy. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. Please note that in order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form.

*These documents are enclosed and can be viewed on [www.mtsn.org.uk](http://www.mtsn.org.uk)*

*Please complete and return, marked 'Confidential', to:*

Human Resources  
Merchant Taylors' School  
Sandy Lodge  
Northwood  
Middlesex HA6 2HT

*(a separate Curriculum Vitae may also be enclosed, together with a covering letter of application)*

Tel: 01923 820644

Fax:01923 835110

Email: [recruitment@mtsn.org.uk](mailto:recruitment@mtsn.org.uk)

**Application For Employment**

## PERSONAL

<b>Surname</b>		<b>Forenames</b> ( <i>underline name by which you prefer to be known</i> )	
<b>Title</b> Dr/Mr/Mrs/Miss/Ms/Other		<b>Former Surname</b> ( <i>e.g. maiden name or any previous change of name</i> )	
<b>Date of Birth</b> (DD/MM/YYYY)			
<b>Current Address</b>			
<b>Postcode</b>			
<b>Previous Address</b> ( <i>If resident at current address for less than five years</i> )			
<b>Postcode</b>			
<b>Telephone Home</b>	<b>Telephone Mobile</b>	<b>Telephone Work</b>	<b>DfES/TRN No.</b>
<b>Email</b>		<b>National Insurance Number</b>	
<b>Do you hold a current driving licence?</b> Yes/No		<b>Details of any endorsements</b>	
<b>Are you eligible for employment in the UK?</b>		Yes/No	
<b>Please provide details;</b>			
<b>Have you read the School's Safeguarding Policy (Child Protection) policy?</b> (located on the Vacancies page of the School's website)		Yes/No	
<b>If you are offered, and accept, a position at Merchant Taylors' School would you continue in any other form of employment?</b> Yes/No If yes please give details. ( <i>Please note it is School policy not to allow members of teaching staff to continue in any other form of employment. Permission may only be granted by the Head Master in exceptional cases</i> )			
<b>Please indicate if you know any existing employees or Governors of the school and if so in what capacity</b>			
<b>Have you previously applied for work at the School?</b> No/Yes If yes, please provide details			

## IMPORTANT INFORMATION

The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.

The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following position in a School:

- Head;
- Teaching posts on the senior leadership team;
- Teaching posts which carry a departmental head role,
- Governors;
- Committee Member; and
- Support staff posts on the senior leadership team.

The School is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:

- all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1<sup>st</sup> September following their 5<sup>th</sup> birthday; and
- provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises or after the school day.

Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.

The declaration at the end of the Application Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and/or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, a relevant management role or involves the provision of 'childcare' please contact [Recruitment@mtsn.org.uk](mailto:Recruitment@mtsn.org.uk).

The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and/or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form.

**EDUCATION AND TRAINING** *(Secondary education onwards)*

Name of School/College	Date From	Date To	Examinations taken (with results)	

<b>FURTHER EDUCATION</b> Name of University/College	Date From	Date To	Principal degree subjects	Class of Degree

**POSTGRADUATE TRAINING**

Name of Institution and Qualifications gained	Date obtained

**PROFESSIONAL QUALIFICATIONS**

	Qualified Teacher Status      Yes/No Registration No.
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**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 to be relevant to the role for which you have applied.

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**EMPLOYMENT HISTORY**

<b>PRESENT/MOST RECENT EMPLOYMENT</b>			
Name and address of School/College/Organisation	Appointment	Date From	Date To
Summary of current responsibilities (incl. any <i>additional</i> duties/activities performed)			
Present Salary	Annual Salary £		
Reason for seeking other employment:			
Please state when you would be available to take up employment if offered:			

**PREVIOUS EMPLOYMENT (and / or activities since leaving secondary education)**

(Start with last position and work back through your career)

Employer's name & address	Appointment	Dates	Reason for leaving

**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.

## **SUITABILITY**

Please give 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 other environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

## **INTERESTS**

Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity.

## REFERENCES

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

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

If you have previously worked overseas the School may take up references from your overseas employers.

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

Name: \_\_\_\_\_ Name

Address: \_\_\_\_\_ Address:

Tel: \_\_\_\_\_ Tel:

Email: \_\_\_\_\_ Email:

## RECRUITMENT POLICY

It is Merchant Taylors' 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 appointments are subject to a probationary period.

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

A copy of the School's Safer Recruitment Policy (which includes the School's Policy on the recruitment of ex-offenders) and Safeguarding Policy (Child Protection) is available to download from the School's website. Please take time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed 12 months after the date on which you were notified of the outcome.

Please see the School's Transparency Notice for Employees policy for information on how long we keep your personal data. This can be found on the Vacancies page of the School's website.

## CRIMINAL RECORD

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School will also carry out a Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at the end of this form therefore asks you to confirm whether you are barred from working with children.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for the role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

**Having a criminal record will not necessarily prevent you from taking up employment with the School.**

Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's Safer Recruitment policy and procedure.

**DECLARATION** *(please tick as appropriate)*

- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children
- I confirm that I am not prohibited from carrying out 'teaching work'  (do not tick this box if the role for which you are applying does not involve 'teaching work')
- I confirm that I am not prohibited from being involved in the management of an independent school  (do not tick this box if the role for which you are applying is not a management role)
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight  (do not tick this box if the role for which you are applying does not involve the provision of 'childcare')
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge
- 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.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.
- In accordance with DfE guidance any offer of employment will be conditional upon the School verifying the successful applicant's medical fitness for the role. If your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the School Nurse and HR before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the above declaration.