



MERCHANT TAYLORS'
School

CONFIDENTIAL

Name:	
Position applied for:	
Date:	
Advertisement seen in:	

It is the responsibility of all candidates to familiarise themselves with the School's Explanatory Notes on the Process of Application and Recruitment 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.

These documents are enclosed and can be viewed on www.mtsn.org.uk

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

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

Tel: 01923 845543

Fax: 01923 835534

Email: recruitment@mtsn.org.uk

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

**Application For Employment
(Support Staff)**

PERSONAL

Surname		Forenames (<i>underline name by which you prefer to be known</i>)	
Title Dr/Mr/Mrs/Miss/Ms/Other		Former Surname (<i>e.g. maiden name or any previous change of name</i>)	
Current Address			
Postcode			
Previous Address (<i>If resident at current address for less than five years</i>)			
Postcode			
Date of Birth [dd/mm/yyyy]	Telephone Home	Telephone Mobile	Telephone Work
Email		National Insurance Number	
Do you hold a current driving licence? Yes/No		Details of any endorsements	
Have you ever been convicted of a criminal offence? Yes/No If yes, please provide details:		Do you have any court action pending? Yes/No If yes, please provide details:	
Are you eligible to work in the UK?		Yes/No	
If you are offered, and accept, a position at Merchant Taylors' School would you continue in any other form of employment? Yes/No If yes please give details. (<i>Please note permission must be obtained from the Bursar in such cases</i>)			
Have you previously applied for work at the School? Yes/No If yes please provide details			
Please indicate if you know any existing employees or Governors of the school and if so in what capacity			

SANCTIONS, RESTRICTIONS AND PROHIBITIONS

<p>Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)), any equivalent body in the UK or a regulator of the teaching profession in any other country?</p>	<p>Yes/No</p>
<p>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?</p>	<p>Yes/No</p>
<p>Have you ever been the subject of a direction under section 142 of the Education Act 2002?</p>	<p>Yes/No</p>
<p>If answering "Yes" to any of the questions in the above Sanctions, Restrictions and Prohibitions section please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.</p>	

EDUCATION AND TRAINING *(Secondary education onwards)*

Name of School/Colleges	Date From	Date To	Examinations taken (with results)	
FURTHER EDUCATION Name of University/College	Date From	Date To	Courses/Subjects Studied	Degrees/Diplomas/Certificates
PROFESSIONAL AND/OR TRADE QUALIFICATIONS				
Qualifications and Class of Membership				Date obtained
RELEVANT TRAINING UNDERTAKEN			Dates:	

EMPLOYMENT HISTORY

PRESENT/MOST RECENT EMPLOYMENT			
Name and address of Present Employer	Positions Held	Date From	Date To
Summary of current responsibilities			
Reasons for considering alternative employment		Final Salary	

PREVIOUS EMPLOYMENT

(Start with last position and work back through your career, ensuring that any gaps in employment are explained fully – use a separate sheet if necessary)

1. Employer's name & address	Your Job Title	Date From	Date To
Main duties and responsibilities			
Reason for leaving		Final Salary	
2. Employer's name & address	Your Job Title	Date From	Date To
Main duties and responsibilities			
Reason for leaving		Final Salary	

3. Previous career history giving name of Employer, position held, starting and leaving dates.
(Continue on separate sheet if necessary).

SUPPORTING STATEMENT Please outline why you are applying for this position and how your skills, knowledge, experience and training support your application. (please use an additional sheet if necessary)

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 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.

Please indicate with an X if you do NOT wish a referee to be contact before interview.

Name

Address

Tel No.

Email

Name

Address

Tel No.

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.

CRIMINAL RECORD

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children's Barred List check for all positions at the School which amount to regulated activity. It is unlawful for the School 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 School. 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 information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School 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. **You are not required 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 (see Appendix 1 to this form.** 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 School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.

It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.**

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? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1).	Yes/No
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Is there any relevant court action pending against you?	Yes/No
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If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

Under the requirements of the Children's Act, it is necessary for us to carry out a criminal background check with the Disclosure and Barring Service (DBS). This check will only be carried out in the event of being offered a position. If you have any queries with regard to this check please raise these during your interview

If your application is successful, the School 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 twelve months.

How we use your information

We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancies page on the School website.

DECLARATION

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge. Any false statement may be sufficient cause for rejection or if employed, dismissal
- 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.
- 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.
- 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.
- In accordance with DfES 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.
- 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 Child Barred List or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body and either **(please delete as appropriate):**

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

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.

Spent convictions

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
<p>Prison sentence of more than 4 years</p> <p>Sentence of imprisonment, youth custody, detention in a young offender institution or corrective training of over four years</p> <p>Sentence of preventive detention</p> <p>Sentence of detention at Her Majesty's Pleasure</p> <p>Sentence of custody for life</p> <p>Public protection sentences* (imprisonment for public protection, detention for public protection, extended sentences of imprisonment or detention for public protection and extended determinate sentences for dangerous offenders)</p> <p>A public protection sentence (the provisions for which are set out in Part 12 of the Criminal Justice Act 2003 and Part 8 of the Armed Forces Act 2006 means a sentence of imprisonment or detention, as detailed above, imposed for specified sexual and violent offences.</p>	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order or youth rehabilitation order	1 year	6 months
Fine	1 year	6 months
Compensation order	Once paid in full	Once paid in full
Absolute discharge	Spent immediately	Spent immediately
Driving disqualification	End of the disqualification	End of the disqualification
Driving endorsement	5 years from the date of conviction	30 months from the date of conviction

Relevant order (include conditional discharge orders, restraining orders, hospital orders, bind overs, referral orders, care orders and any order imposing a disqualification, disability, prohibition or other penalty not mentioned in this table)	End of the order or, if no date given, 2 years from the date of conviction - unless the order states 'unlimited', 'indefinitely' or 'until further order' as in these cases it will remain unspent	End of the order or, if no date given, 2 years from the date of conviction - unless the order states 'unlimited', 'indefinitely' or 'until further order' as in these cases it will remain unspent
Simple caution, youth caution	Spent immediately	Spent immediately
Conditional cautions youth conditional caution	3 months or when caution ceases to have effect if earlier	3 months or when caution ceases to have effect if earlier

Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.