

CONFIDENTIAL

MARYLEBONE BOYS’ SCHOOL
APPLICATION FORM

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| APPLICANT’S PERSONAL DETAILS |
| SURNAME: | TITLE (Mr, Mrs, Ms etc): |
| FORENAMES: | PREVIOUS NAME(S) (if applicable): |
| CONTACT ADDRESS: |
| WORK TELEPHONE: | HOME TELEPHONE: | MOBILE TELEPHONE: |
| EMAIL: | NATIONAL INSURANCE NUMBER |
| ARE THERE ANY RESTRICTIONS ON YOUR BEING RESIDENT OR EMPLOYED IN THE UK?YES/NO |

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| EDUCATION AND TRAINING |
| NAME OF INSTITUTE AND ADDRESS | FROM | TO | EXAMINATIONS PASSED AND GRADES OBTAINED |
| Secondary School or College: |  |  | GCSE or equivalent:A Levels or equivalent: |
| University or College: |  |  | Main subject(s):Degree and date awarded:Class of degree:Fulltime/Part time: |
| Post Graduate Study: |  |  | Qualification:Date awarded: |

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| CURRENT POSITION |
| NAME AND ADDRESS OF EMPLOYER | JOB TITLE AND AREAS OF RESPONSIBILITY |
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| PERIOD OF EMPLOYMENT  |  |
| NOTICE PERIOD | PRESENT SALARY (SHOW ACTUAL FULL GROSS SALARY EXCLUDING ANY ONE-OFF PAYMENTS OR BONUSES) |
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| EMPLOYMENT RECORD (Please list your previous roles, include all areas of responsibility with dates)  |
| NAME AND ADDRESS OF EMPLOYER | JOB TITLE, SALARY SCALE AND AREAS OF RESPONSIBILITY | FULL/PART TIME | FROM | TO |
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\*Please also use the above section to give details of any breaks in employment since leaving school. Provide dates and describe your activities e.g. voluntary work, raising family, unemployment, gap year travel.

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| PROFESSIONAL REFERENCES |
| Please give the names of two referees who can vouch for your professional work, one of whom should be your present EMPLOYER |
| Name:Position:Address:Telephone number:Email address: | Name:Position:Address:Telephone number:Email address: |
| Do you wish to be consulted before this referee is approached?Yes/No | Do you wish to be consulted before this referee is approached?Yes/No |

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| SUPPORTING STATEMENT |
| Your application should be accompanied by a supporting statement of no more than 2 sides of A4 (10pt) addressing the requirements for this post as outlined in the job description and person specification. Attach as a separate document if you wish.  |

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| PROTECTION OF CHILDREN |
| The school is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.If shortlisted for an interview you will be required to disclose to us information about any:* adult cautions (simple or conditional);
* **unspent** conditional cautions;
* **unspent** convictions in a Court of Law; and
* spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the school and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the school. During the course of your employment with the school should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. |

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| INDEPENDENCE |
| Are you related to any member of the governing body of Marylebone Boys’ School?YES/NO |

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| SHARING OF PERSONAL DETAILS |
| I am willing to allow the school to pass on my personal details to other schools who may be interested in my application should I not be appointed at Marylebone Boys’ School. YES/NO |

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| DECLARATION |
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| * I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
* I confirm that I am not on either the ISA Children’s barred list or the ISA Vulnerable Adults barred list, disqualified from work with children or subject to sanctions imposed by a regulatory body.
* 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 all previous employers with whom I have worked with children or vulnerable adults in order to verify my reason for leaving that position.
* I consent to the school making direct contact with the people specified as my referees to verify the reference.
* I understand that under the terms of the Asylum and Immigration Act 1996 should I be short-listed for the post for which I am applying, I will provide the governing body, as employer, an original document\* showing my entitlement to work in this country.
* I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.

Signature …………………………………………………………………………………. Date………………………………………….In the event that you are made an offer of employment, a signed hard copy of this form will be required, along with original versions of your identification and proof of address documents and original certificates for all stated qualifications. |
| Please do not delete or move any sections of this form, even if they are not relevant. You may re-size boxes if the information you need to put in to them is larger than the space available. |

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| CONFIDENTIAL INFORMATION |
| This section of the form will not be used in the shortlisting process |
| Ethnic/cultural origin: choose one section from A-F and then tick the appropriate box to indicate your cultural background |
| A White | C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh  |
|  | British |  | Indian |
|  | English |  | Pakistani |
|  | Scottish |  | Bangladeshi |
|  | Welsh |  |
|  | Irish |  |
|  | Any other white background please write in |  | Any other Asian background please write in |
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| B Mixed race | D Black, Black British, Black English, Black Scottish or Black Welsh |
|  | White and Black Caribbean |  | Caribbean |
|  | White and Black African |  | African |
|  | White and Asian |  | Any other Black background, please write in |
|  | Any other mixed race background, please write in |  |  |
|  |  |  |  |
|  | I do not wish to disclose my ethnic origin | E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group |
|  |  | Chinese |
|  |  | Any other background, please write in |
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| DISABILITY |
| If you have a disability, please let us know of any arrangements we may need to make at interview. |
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