



MAGDALEN COLLEGE SCHOOL OXFORD

Information on Appointments, and Explanation of the Application Form

Magdalen College School was founded in 1480 by William of Waynflete, and is one of the country's most historic schools. It seeks to blend tradition with innovation in order to provide educational opportunities of the highest order. The school is committed to safeguarding and promoting the welfare of children, and screens all applicants for employment accordingly, using agreed and transparent procedures.

All candidates for jobs at the school must complete and submit an application form, downloadable from our website www.mcsoxford.org (Job Vacancies page). The form is designed on the one hand to be as brief and user friendly as possible, whilst on the other neglecting no essential detail. The aim is to allow candidates to provide information in a clear way which will assist the swift and efficient processing of their application whilst at the same time ensuring that the school complies with all relevant legislation and guidelines in order to provide the safest and best environment possible. The form is a Word document. Tables have been kept to a minimum, and formatting key strokes otherwise include only spaces, tabs and carriage returns. Please try to retain the pagination of sections if possible. If there are ways in which the process or form can be improved please feel free to suggest these separately to Linda Beaumont, the Master's PA, Lbeaumont@mcsoxford.org who will be pleased to hear all constructive suggestions.

It is school policy to prefer email as the best format for communication with the school, supplemented by telephone calls where appropriate. When submitting this form electronically, please type your answers in italic, and in a colour if possible. Please also email a covering letter and curriculum vitae with your application form. These forms should be sent to the contact email address specified in the advertisement and job description.

MCS appointment procedures conform to guidelines recommended by the Disclosure and Barring Service.

We look forward to receiving your application.

T.R.Hands
Master

Michaelmas 2013

There are separate Application Forms for (i) Teaching Staff; (ii) Support Staff; (iii) Peripatetic, Sports Coaches and Assistant Directors and (iv) Parent Volunteers and Trip Advisers. Please ensure that you complete and submit the correct form.

TEACHING STAFF

I. PRELIMINARY DETAILS

Post applied for at MCS:

Your resignation deadline:

Do you hold a current clean driving licence?

Present salary:

II. CONTACT DETAILS

Surname:

Title (eg Mr Mrs Miss Ms Dr):

Forenames:

Maiden name (if appropriate):

Any other names by which you have been known:

Date of Birth:

NI number:

DFES number:

Current address:

If you have been at your current address for less than 5 years please provide any previous addresses during this period:

Current mobile and landline telephone numbers:

Email address:

IV. REFEREES

Please give the name of three referees. One should be your current 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. The school is unable to accept references from relatives or referees writing solely in the capacity of friends.

Details of First Referee

Name
Position
Address
Telephone Numbers
Email

Details of Second Referee

Name
Position
Address
Telephone Numbers
Email

Details of Third Referee

Name
Position
Address
Telephone Numbers
Email

V: TERMS AND DECLARATIONS

Criminal Records Bureau and Rehabilitation of Offenders Act 1974. MCS Appointments Procedures conform to the provisions of this Act as well as to Guidelines recommended by the Disclosure and Barring Service. Applicants should note that a criminal record is not necessarily a bar to obtaining a position at the school. In order to secure the safest possible environment for children in the school's care all employees are required to receive Enhanced Disclosure and random checks may be made with previous employers in order to verify the details provided on this form. If you know of any reason why you should not be successful in securing such a disclosure, you should declare it in the box below or in a covering letter.

Section V Supplementary Details Box

Do you hold a full UK Driving licence?

YES

NO

Do you require a work permit?

YES

NO

National insurance number

How did you find out about this vacancy?

TES Hard copy [] MCS Website []
TES website [] Local press [] Other [] please specify

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Declaration

I declare that

- All details provided by me as any part of this application are true and correct
- I have not been disqualified from working with children
- I am not on DFES List 99 or the Protection of Children Act List
- I know of no reason why I should not be eligible for this post and able to carry out my duties if appointed.

Signed and submitted:

Date: