

FOUNDED BY WILLIAM OF WAYNFLETE, 1480

**Information on Appointments, and Explanation of the Application Form**

**SUPPORT STAFF**

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](http://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. If there are ways in which the process or form can be improved please feel free to suggest these separately to Sarah Hunter, [Shunter@mcsoxford.org](mailto:Shunter@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.

For safeguarding purposes, candidates are asked to note that we require that all education and employment is listed to form a continuous account from age 16. Please provide explanations for any periods not in education or employment in the space on the form.

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

We look forward to receiving your application.

**H.L. Pike**

**Master**

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Registered Company 2106661 Registered Charity 295785

**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.**

**SUPPORT STAFF**

**I. PRELIMINARY DETAILS**

**Post applied for at MCS:**

**Your notice period:**

**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:**

**Current address:**

**If you have been at your current address for less than 5 years please provide any previous addresses during this period. If appointed, and before commencing employment, you will be required to obtain a police check from every foreign country you have lived in for an extended period during this time frame.**

**Current mobile and landline telephone numbers:**

**Email address:**

**III. EDUCATION AND QUALIFICATIONS**

**This section is designed to give a full history of education and employment in chronological order, progressing from earliest date to latest date. Please ensure that all education and employment is listed, provide explanation for any periods not in education or employment, and in each case of employment give the reasons for leaving that employment.**

**Secondary education**

|  |  |
| --- | --- |
| **School** | **Years attended**  **from – to** |
|  |  |
| **Qualifications gained** |  |
|  |  |

**Academic and professional qualifications at degree or similar level**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College/University** | **Degree/**  **Qualification** | **Subject** | **Class/**  **Grade**  **Awarded** | **Years attended**  **from – to** |
|  |  |  |  |  |

**Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of employer** | **Address** | **Dates** | **Job Title**  **(include**  **internal**  **promotions)** | **Reason for leaving** |
|  |  |  |  |  |
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**Explanations for any periods not in education or employment**

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| --- |
| **If there are any gaps in your education or employment history, e.g., career breaks for family/caring responsibilities, travel etc., please detail below:** |

**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**

**The Disclosure and Barring Service 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 an 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** |
|  |

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| --- | --- | --- | --- | --- | --- |
| Do you hold a full UK Driving licence? |  | **YES** |  | **NO** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have the right to work in the UK? |  | **YES** |  | **NO** |  |
| Have you lived/worked abroad in the last five years? |  | **YES** |  | **NO** |  |
| Do you have any connection to Magdalen College School? If yes, please give further details below: |  | **YES** |  | **NO** |  |

|  |  |
| --- | --- |
| How did you find out about this vacancy? | TES Hard copy [ ] TES website [ ] e-Teach [ ] Social media (please specify which site, i.e. Facebook/LinkedIn/Twitter) [ ]  MCS website [ ] Daily Info [ ] University careers site [ ] Word of mouth [ ] 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/putting my name to 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, nor am I disqualified by association by means of living in the same household where another person who is so disqualified lives or is employed.
* I am not on DfES Barred List 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: