

MAGDALEN COLLEGE SCHOOL

**SELF-EMPLOYED APPOINTMENT FORM**

**I. PRELIMINARY DETAILS**

**Post Title at MCS:**

**Name of School Contact:**

**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, including overseas.**

**Current mobile and landline telephone numbers:**

**Email address:**

**III. REFEREES**

**Please give the name of two 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**

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| --- |
| **Name:** |
| **Company and Position:** |
| **Email:** |

**Details of Second Referee**

|  |
| --- |
| **Name** |
| **Company and Position** |
| **Email** |

**ALL APPLICANTS MUST READ AND SIGN THE FOLLOWING DECLARATIONS. IT WILL BE CONSIDERED A FORMAL DOCUMENT.**

**IV: 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. Further details of these procedures are available on the school website and 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.

MCS is not permitted to allow the appointment to begin **until** the DBS is received.

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| --- |
| **Section IV: Supplementary Details Box** |
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| --- | --- | --- | --- | --- | --- |
| Have you the right to work in the UK? |  | **YES** |  | **NO** |  |

|  |  |
| --- | --- |
| National insurance number |  |
| Do you have any connection to Magdalen College School? | YES/NO. If Yes, please give further details below |

|  |  |
| --- | --- |
| How did you find out about this Post? |  |

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 the DBS 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.
* I am medically and physically fit enough to carry out this work

Signed and submitted:

Date:

Registered Company 2106661 Registered Charity 295785 VAT Registration No: 685 5327 03

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