Magdalen College School Application Form

For Self-Employed

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 and assignments 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 to capture the details as prescribed by and in compliance with the KCSIE. Please read the instructions to each Section and answer each question clearly and completely.

It is school policy to prefer email as the best format for communication with the school, supplemented by telephone calls where appropriate. Please also email a curriculum vitae with your application form. These forms should be sent to [recruitment@mcsoxford.org](mailto:recruitment@mcsoxford.org)

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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| **Covering Letter** |
| Please write a Covering Letter addressed to the Master, Miss Helen Pike, outlining your motivation and fit for the role at MCS |
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| Position applied for | | | | | | | |
| **Personal Information** | | | | | | | |
| **1. Personal details** | | | | | | | |
| **□**Mr **□**Mrs **□**Ms **□**Miss **□**Dr **□**Prof  **□**Other: | | | Date of Birth | | | |  |
| Surname | | Forename(s) | | | Middle Name(s) | | |
|  | |  | | |  | | |
| Other names by which you have been known *(incl. former and maiden names)* | | | |  | | | |
| Address *(street, postcode, city/town)* | | | |  | | | |
| Please specify how long you have lived at this address *(from mm/yy to mm/yy)* | | | |  | | | |
| *If less than 10 years please provide all previous addresses for past 5 years. If appointed, and before commencing employment, you will be required to obtain police check from every foreign country you have lived in for an extended period during this time frame.* | | | | | | | |
| Previous address 1 *(from mm/yy to mm/yy street, postcode, city/town, country)* | | | |  | | | |
| Previous address 2 *(from mm/yy to mm/yy street, postcode, city/town, country)* | | | |  | | | |
| Previous address 3 *(from mm/yy to mm/yy street, postcode, city/town, country)* | | | |  | | | |
| *Please add more fields if and as required* | | | | | | | |
| **2. Contact details** | | | | | | | |
| Home telephone | | | |  | | | |
| Mobile telephone | | | |  | | | |
| E-mail | | | |  | | | |
| **3. Current/most recent employment** | | | | | | | |
| Notice Period *(if applicable)* | | | | | |  | |
| NI number | | | | | |  | |
| **4. General** | | | | | | |
| Do you hold a full UK Driving licence? | | | | | **□** Yes **□** No | |
| Have you lived/worked abroad in the last 10 years? | | | | | **□** Yes **□** No | |
| Do you have the right to work in the UK? | | | | | **□** Yes **□** No | |
| Please indicate your nationality | |  | | | | |
| Do you have any connection to MCS? | | | | | **□** Yes **□** No | |
| If yes, please explain | |  | | | | |

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| **References** | | |
| The School will seek the references for those employed with the school and will contact the provided referees before interview.  If you do not wish HR to take up references in advance of the interview, please notify us at the time of applying and provide an alternative referee for this time in process.  Please provide at least two professional referees. One referee should be your current or most recent 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. | | |
| **Referee 1** *(current or most recent Line Manager)* | | |
| Name |  | |
| Job Title |  | |
| Relation to you  (e.g. Line Manager) |  | |
| Company Name |  | |
| Address |  | |
| Tel No. |  | |
| Email |  | |
| *If this is your present employer, have you any objections to our making inquiries?* | | **□**Yes **□**No |
| *If yes, please provide an alternative referee to be contacted prior to the interview in Ref 3* | | |
| **Referee 2** *(if not already in Ref 1, employer by whom you were most recently employed in work with children)* | | |
| Name |  | |
| Job Title |  | |
| Relation to you |  | |
| Company Name |  | |
| Address |  | |
| Tel No. |  | |
| Email |  | |
| **Referee 3** *(an alternative referee, if you prefer us not to contact your current employer under Ref 1)* | | |
| Name |  | |
| Job Title |  | |
| Relation to you |  | |
| Company Name |  | |
| Address |  | |
| Tel No. |  | |
| Email |  | |

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| **Data Protection** |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Data Protection Policy.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. |

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| **Terms and Declarations** |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.  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. More information can be found in the Safer Recruitment Policy. |

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| **I declare that** |
| * All details provided by me as any part of this application are true and correct * In signing/putting my name to this form I give my authority for use of my personal data for these purposes * 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. * 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. |
| Signature: Date: |