Magdalen College School Application Form

For Volunteers and Trip Advisers

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,

The school is required to use approved recruitment procedures for volunteers, including a DBS clearance if contact will be what is called ‘frequent or intensive’ – four or more times per month, or overnight. In addition to DBS clearance, schools are encouraged to have an application form, to take up two reference (which may be from another parent in the case of volunteers) and to consider an informal interview. This Application Form is designed to be as brief as possible, whilst neglecting no required detail, and is a Word document.

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 curriculum vitae **(Trip Advisers only)** with your application form. These forms should be sent to the email address specified on the job description and/or advertisement.

**This form should be sent to** [recruitment@mcsoxford.org](mailto:recruitment@mcsoxford.org). **There is a separate Application Form for Teaching Staff and Support Staff applications;**

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 for volunteering at MCS |
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| **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 10 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. General** | | | | | | |
| **I am completing this form in order to be a (add X to the appropriate box):**  **Volunteer:**   1. **Parent [ ]** 2. **Trip Adviser [ ]** 3. **Other (please state) ………………………….** | | | | | | |
| Do you have any connection to MCS? | | | | | **□** Yes **□** No | |
| If yes, please explain | |  | | | | |

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| **References** | |
| Parent Volunteers:  There are no restrictions as to who may serve as a referee. We should prefer the names of relatives not to be given, but fellow parents are entirely acceptable.  Trip Advisers and Other Volunteers:  Please give the name of two referees. One should be your current employer, if applicable. 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** | |
| Name |  |
| Job Title |  |
| Relation to you  (e.g. Line Manager) |  |
| Company Name |  |
| Address |  |
| Tel No. |  |
| Email |  |
| **Referee 2** | |
| 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 volunteering. 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 volunteering 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** |
| 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 and volunteers are required to receive an Enhanced Disclosure. 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: |