



MAGDALEN COLLEGE SCHOOL

FOUNDED IN 1480
BY WILLIAM OF WAYNFLETE

From the Master, Helen Pike MA (Oxon) MA (Michigan) MA (London)

Magdalen College School Application Form

For TEACHING and 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 (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

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

We look forward to receiving your application.

H.L Pike

Master

Oxford · OX4 1DZ

Telephone 01865 242191

recruitment@mcsoxford.org · www.mcsoxford.org

Registered Company 2106661 Registered Charity 295785

Covering Letter

Please write a Covering Letter addressed to the Master, Miss Helen Pike, outlining your motivation and fit for the role at MCS

Position applied for			
Personal Information			
1. Personal details			
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/> 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)			
<i>If less than 5 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.</i>			
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			
Current salary (£ per annum)			
Notice Period (if applicable)			
NI number			
4. General			
Do you hold a full UK Driving licence?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you lived/worked outside of the UK in the last five years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have the right to work in the UK?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please indicate your nationality			
Do you have any connection to MCS?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain			

How did you find out about this vacancy?	<input type="checkbox"/> TES Hard copy <input type="checkbox"/> TES website <input type="checkbox"/> e-Teach <input type="checkbox"/> MCS website <input type="checkbox"/> Daily Info <input type="checkbox"/> Word of mouth <input type="checkbox"/> University careers site <input type="checkbox"/> Social media (please specify which, i.e. Facebook/LinkedIn/Twitter) [] Other []		
5. For Teachers			
Do you have Qualified Teacher Status?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
DfES Number			
Please provide full details of membership of any professional bodies			

Academic and Vocational Qualifications				
This section is designed to give a full history of education in chronological order, progressing from earliest date to latest date. Please ensure that all education is listed to form a continuous account from age 16.				
1. Secondary Education				
School	from mm/yy to mm/yy	Subjects and grades achieved at GCSE (or equivalent)	Subjects and grades achieved at A Level (or equivalent)	
2. Academic and professional qualifications at degree or similar level				
College/University	from mm/yy to mm/yy	Degree/Qualification	Subject	Class/Grade Awarded

3. Extra-curricular experience and achievements

Please note your own interests and achievements, as well as activities you have experience leading or would be willing to get involved with (e.g. sport, music, drama, CCF, debating etc.)

Employment History

This section is designed to give a full history of employment in chronological order. Please ensure that all employment is listed to-form a continuous account from age 16 starting with your current or most recent employer and indicating the reason for leaving each employment.

Name of employer	Address	from mm/yy	to mm/yy	Job Title (include internal promotions)	Reason for leaving

Education and/or employment gaps

Please provide explanations for any periods not in education or employment indicating the dates (YY/MM) and reasons in chronological order.

References

The School will seek the references for all shortlisted candidates 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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	

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.

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.

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: _____