



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

Application Form – Professional Services

Position Applied for: How did you find out about this job:	School:
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Section 1 – Personal Details

Title: Dr/Mr/Mrs/Miss Ms	Forename(s)	Surname:
Address: Post code:	Former names:	
	Preferred name:	
	Date of Birth:	
	National Insurance Number:	
	Are you currently eligible for employment in the UK Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details	
Telephone Number(s): Home: Work: Mobile: Email Address:		
Are you related to or do you maintain a close relationship with an existing pupil, employee, volunteer, Governor or Trustee of Merchant Taylors' Schools? If so please provide details.		

Section 2 – Education

Please start with the most recent

Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body

Section 3 – Other Vocational Qualifications, Skills or Training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4 – Employment

Current/most recent employer:	Current /most recent employer's address:
Current or most recent job title:	Date started:
Brief description of responsibilities: (please expand if necessary)	Date employment ended (if applicable):
Current salary/salary on leaving:	Do you/ did you receive any employee benefits? If so, please provide details of these:
Reason for seeking other employment:	
Please state when you would be able to take up employment if offered:	

Section 5 – Previous Employment and/or Activities since leaving secondary education

Please continue on a separate sheet if necessary.

Dates	Name and address of employer	Position held and/or duties	Reason for leaving

Section 6 – Interests

Please give details of any interests, hobbies or skills that you have/do.

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Section 7 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 8 – Health

Are there any special arrangements you might require to attend an interview? Yes No

If yes, please give details here

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Section 9 – Criminal Records

An offer of employment is conditional upon the Schools receiving a satisfactory Disclosure from the Disclosure and Barring Service. If you are successful in your application you will be required to complete a DBS Enhanced disclosure online application. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the Schools on request)

The Schools are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which normally are considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Schools’ objective assessment procedure (a copy of which is available from the Schools on request).

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police: Yes No

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked ‘confidential’ with your Application Form.

Section 10 – References

Please supply the names and contact details of two people who we may contact for references. One of those must be your current or last employer. **Neither referee should be a relative or someone known to you solely as a friend. The Schools intend to take up references for all short listed candidates.**

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
How long has this person know you:	How long has this person know you:
Telephone Number:	Telephone Number:
May we contact prior to an interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to an interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 11 – Recruitment

It is the Schools' policy to employ the best qualified personnel and to provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the Schools are subject to a probationary period.

The Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If your application is successful, the Schools will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after 6 months.

Section 12 – Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the Schools processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature.....

Date.....

Following the relevant instructions, please return this completed form to the name and address shown on the vacancy advertisement.