

Mayville High School Application Form

Thank you for your enquiry

We operate an equal opportunities policy. Your skills and experience are the only things we look at when you apply for a job. This post will require an Enhanced DBS Disclosure.

Please note that in order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form.

Please complete the application form in black ink/ball pen.

Post applied for

Surname (in capitals) Forename(s)

Please give details of previous/other Surnames used

Preferred title: Mr Mrs Ms Miss Dr Other (Please state)

Home Address

.....

Post Code Email Address

Home Telephone Mobile

EDUCATION/TRAINING

Please list your educational history; overseas qualifications should be included in this section.
(Proof of your qualifications will be required at interview)

Establishment (Secondary, Further)	From	To	Qualifications	Grade	Date obtained

Please list any specialist training courses you have attended which are relevant to this job
(include relevant in-house training courses, First Aid, Child Protection etc – use a separate sheet if necessary)

EMPLOYMENT

Present Job (or most recent job if you are currently unemployed)				
Start Date	Finish date or notice required	Name of Employer and Address	Grade/Salary	Position held
<p>Please describe the duties and responsibilities of your present job showing your position within the organisation. <i>You may continue on a separate sheet if necessary.</i></p>				

Previous Jobs (most recent first) Please note that all time since leaving full-time education must be accounted for e.g. training, voluntary work, unemployment or time taken out of paid employment due to caring responsibilities				
Dates From/To	Name and Address of Employer	Job Title	Grade/ Salary	Reasons for leaving

EXPERIENCE

- A) Please describe how your skills, experience and personal qualities meet the person specification for this job.
B) Please explain why you wish to apply for this job.
C) Please give details of any relevant leisure interests or community work.
You may continue on a separate sheet if necessary.

SPECIAL INTERESTS AND HOBBIES *(Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity.)*

REFERENCES

Please give the names of two referees who can comment on your suitability for the post. They must not be relatives and one must be from your present or most recent employer. *If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have previously worked overseas the School may take up references from your overseas employers. The School may also telephone your referees in order to verify the reference they have provided.*

Referee 1

Name

Address

.....

Post Code

Telephone Number

Email Address

Capacity in which known

Referee 2

Name

Address

.....

Post Code

Telephone Number

Email Address

Capacity in which known

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application

Do you hold a current driving licence? Yes No

Do you have use of a car? Yes No

Do you have a MIDAS certificate? Yes No

National Insurance No.

If invited to interview you will be required to show documents to prove your identity and your eligibility to work and reside in the UK will be required at interview. Only original documents (not copies) are acceptable.

Disclosure and Barring Service checks, criminal record and Children's Barred List

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meet the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and/or code of practice published by the DBS.

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at the end of this Form therefore asks you to confirm whether you are barred from working with children.**

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's 'Recruitment, selection and disclosure policy and procedure', which is available for download from the School's website: <https://mayvillehighschool.com/policies/>

Recruitment and use of information

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

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

A copy of the School's 'Recruitment, selection and disclosure policy and procedure' (which includes the School's 'Policy on the recruitment of ex-offenders'), and 'Safeguarding and Child Protection Policy' is available for download from the School's website: <https://mayvillehighschool.com/policies/> Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Our Information and Records Retention Policy is part of our GDPR suite of policies, providing information on how long we keep your personal data. It is available on request, by emailing: r.parkyn@mayvillehighschool.net

How we use your information

Information on how the School uses personal data is set out in the School's Privacy Notice, which can be found here: <https://mayvillehighschool.com/privacy/>

Declaration

- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children
- I confirm that I am not prohibited from carrying out 'teaching work'.
(do not tick this box if the role for which you are applying does not involve 'teaching work')
- I confirm that I am not prohibited from being involved in the management of an independent school.
(do not tick this box if the role for which you are applying is not a management role)
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.
(do not tick this box if the role for which you are applying does not involve the provision of 'childcare')
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- 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.

Signed:

Date:

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.