



MARLBOROUGH COLLEGE
SUMMER SCHOOL

Marlborough College, Marlborough, Wilts SN8 1PA
Tel: 01672 892388 Email: admin@summerschool.co.uk
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Application Form

PLEASE COMPLETE IN BLOCK CAPITALS

Application for employment as: _____

PERSONAL DETAILS Mr/Mrs/Miss/Ms (*please circle title used*)

Other: _____

Surname: _____ First names: _____

National Ins.No: _____ Date of Birth*: _____

Do you require a work permit to work in the UK? **YES/NO**

Address _____ Telephone -
(home) _____

(work) _____
(mobile) _____

Postcode: _____

e-mail: _____

* NB: Your date of birth is required for the purpose of Child Protection and Safer Recruitment Guidance. If you have any concerns relating to this question please feel free to leave blank and explain your concerns separately in writing.

EDUCATION AND FURTHER EDUCATION/TRAINING:

Name of School/College/Organisation From: To:

Qualifications gained

EMPLOYMENT HISTORY *if applicable* **(Please state current/latest employment)**

1. Name and Address of Employer

Job title/Position held

Employed From _____ To _____

Brief Description of Job

Reason for Leaving

2. Name and Address of Employer

Job title/Position held

Employed From _____ To _____

Brief Description of Job

Reason for Leaving

ANY OTHER PREVIOUS EMPLOYMENT *(please include dates employed)*

RECRUITMENT ASSISTANCE INFORMATION

Do you consider yourself to have a disability? Yes/No

If "Yes", will you require additional help with our recruitment process? Yes/No

ADDITIONAL INFORMATION

The post for which you have applied is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975) which requires you to reveal any information concerning spent or other convictions. All convictions must be declared, including spent convictions and those for which the sentence given was an absolute or conditional discharge and formal cautions. Successful candidates will therefore be asked to cooperate in this procedure. Refusal to do so will result in the offer being withdrawn and those who fail to disclose information concerning such convictions may be dismissed or be the subject of disciplinary action. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.

Do you agree to identifying details being sent to the police for this purpose? **Yes/No**

Successful candidates will be required to complete the procedure for applying to the Disclosure and Barring Service (DBS) for a disclosure of the candidate's criminal record (including spent convictions) if any, and of any information held by local police forces and/or the Department of Education that might be relevant to the post.

All disclosures by the DBS will be copied to the candidate and treated as strictly confidential by Marlborough College. If, and only if, in the opinion of Marlborough College the disclosure renders the candidate unsuitable for the post in question any offer of employment will be withdrawn.

CURRICULUM VITAE

If you have a curriculum vitae which you wish to submit in support of your application, please enclose it when returning this application form. However, this application form must be completed **in full, in addition** to any curriculum vitae that you may choose to submit.

DECLARATION

I declare that the information I have given is true and correct. I understand that providing false information shall disqualify me from such appointment or, if discovered after appointment will lead to dismissal. I understand the information given will only be used for recruitment, and if appointed, for purposes connected with my employment, and give consent for the recording and processing of information about me for this purpose.

Signed _____

Date _____