

**Merlin School**

**Teacher/ Teaching Assistant Application Form**

Please send your CV and complete the attached application form and send via secure email for the attention of Miss Violet McConville to secretary@merlinschool.net or post to: **Miss Violet McConville, The Merlin School, 4 Carlton Drive, Putney, SW15 2BZ.**

**Please include on the application form:** the name, address and telephone numbers of at least two referees. References must be from current or most recent employer and someone else, not including friends or family; the referees must know that these references may be discussed at interview with the candidate.

The Merlin School was opened in 1986 by the present owner, Sir Alford Houstoun-Boswall. It is co-educational and takes children from Reception to Year 3.  Situated in Putney, SW London, its aim is that children should be encouraged to reach their full potential – academically, physically and socially – in a happy atmosphere.

1. **Personal Details**

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| Full Name and Title:  | Position applied for:  |
| Previous Name:  | DOB:  |
| Mobile Telephone:  | Home Telephone:  |
| Address:  |
| National Insurance Number:  | Are you eligible for permanent employment in the UK? Yes/No:  |
| Nationality: | If not a UK passport holder, please provide details of your right to work in the UK, eg. Settled Status: |
| Email Address: |
| TRN (Teacher Reference Number) if applicable:  | Do you have QTS if applicable?  |

1. **Current Employment**

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| Current Employer:  | Job Title:  |
| Address:  |
| Summary of main duties and responsibilities:  |
| Type of School:  | FT / PT:  |
| Number of students: | Age of students: |
| Start Date: | Notice Period:  |
| Gross Annual Salary:  | Grade / Scale:  |
| Reason for Leaving:  | Additional Allowances:  |

1. **Previous Employers**

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| --- | --- |
| Previous Employer:  | Job Title:  |
| Summary of main duties and responsibilities:  |
| Type of School:  | FT / PT:  |
| Number of students: | Age of students: |
| Start Date: | Leave Date: |
| Reason for Leaving:  |

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| --- | --- |
| Previous Employer:  | Job Title:  |
| Summary of main duties and responsibilities:  |
| Type of School:  | FT / PT:  |
| Number of students: | Age of students: |
| Start Date: | Leave Date: |
| Reason for Leaving:  |

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| --- | --- |
| Previous Employer:  | Job Title:  |
| Summary of main duties and responsibilities:  |
| Type of School:  | FT / PT:  |
| Number of students: | Age of students: |
| Start Date: | Leave Date: |
| Reason for Leaving:  |

1. **Education**

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| **Higher Education**  |
| **Degree / Course** | **University / College** | **Level** | **Qualification** | **Years Attended** |
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| **Schools Attended**  |
| **School** | **Dates Attended** |
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| **A-Levels or Equivalent**  |
| **Subject** | **Exam** | **Grade** |
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| **GCSEs or Equivalent** |
| **Subject** | **Exam** | **Grade** |
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| **GCSEs or Equivalent (continued from previous page)** |
| **Subject** | **Exam** | **Grade** |
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| Do you have any gaps in your employment/education history?If **yes**, please explain the reasons for the gap and include the dates.  |
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1. **Additional Skills**

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| If you have any additional skills, hobbies, or abilities that you think would be useful to share, but that you would not mention in a personal statement, please add them here |
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1. **Supporting Statement**

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1. **Health**

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| Please state the number of days you have been absent from work due to sickness in the past 2 years:  |
| If you have any health issues, please state below. This is to include any ongoing medication. |

1. **Equal Opportunities**

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| If selected for an interview, do you require any reasonable adjustments in order to attend? |

1. **Referees** - the referees must know that references may be discussed at interview with the candidate;

**Current or most recent employer**

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| May be contacted prior to interview (Yes/No):  |
| Full Name and Title:  |
| Position Held:  | Organisation:  |
| Telephone:  | How do you know the referee?  |
| Address:  |
| Email Address: |  |

**Second referee**

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| May be contacted prior to interview (Yes/No):  |
| Full Name and Title:  |
| Position Held:  | Organisation:  |
| Telephone:  | How do you know the referee?  |
| Address:  |
| Email Address: |  |

**If you have worked with any employers you have listed above for less than 24 months, please add an additional referee.**

**Third referee**

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| May be contacted prior to interview (Yes/No):  |
| Full Name and Title:  |
| Position Held:  | Organisation:  |
| Telephone:  | How do you know the referee?  |
| Address:  |
| Email Address: |  |

### Declarations

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| Do you have any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country? These should exclude those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in 2013.For more guidance, please visit [www.gov.uk](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).* **Yes / No**

If **Yes,** please provide details below and put in sealed envelope, marked ‘Confidential – Disclosure’ and this will not be opened until we have shortlisted candidates  |
| Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS), the TRA (Teaching Regulation Agency) or any other organisations?* **Yes / No**
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| Have you ever been subject to any disciplinary action in your current or previous positions, or had any allegations made against you?* **Yes / No**

If **Yes,** please provide details below and put in sealed envelope, marked ‘Confidential – Disclosure’ and this will not be opened until we have shortlisted candidates:  |
| Are there any restrictions on your being resident or being employed in the UK?* **Yes / No**

If **Yes,** please provide details below:  |
| Have you lived outside the UK for more than three months in the past five years?* **Yes / No**

If **Yes,** please provide details. Please specify which countries and the month and year those stays started and ended. |
| If you're currently registered with the DBS Update Service, please provide your registration number:Date your DBS certificate was originally issued:  |

### Recruitment

### 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 Safer Recruitment Policy and Safeguarding Policy is available for download from the School’s website. 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. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

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| 1. **Further Declaration**
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* I confirm that the information I have given on this application form and in my cover letter is true and correct to the best of my knowledge
* I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by the regulatory body.
* I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.
* If invited for interview, I understand that I will be asked to provide proof of my identity and qualifications and that I may be subject to Child Protection screening appropriate to the post, including checks with past employers and a safer recruitment online search.
* I consent to the School making direct contact with the people specified as my referees to verify the reference.
* I consent to the School processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process. By signing this form, I accept that the School can, under the General Data Protection Regulations (May 2018), process and retain my personal data for the purpose of this application and for the future employment at the school. Please refer to Merlin’s Privacy Policy on our website for further details.
* 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 certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment or after appointment could lead to a disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

**Signed: …………………………………………** **Date: …………………………………..**

**ANY INFORMATION ENTERED ON THIS FORM MAY BE HELD ON COMPUTER FILE.**

It is strongly advised that, as this document contains sensitive personal data, you send it securely, using either encrypted email or recorded mail, or deliver by hand to the school.

Please return your completed application form, CV, covering letter (if including one) and the overseas police check to the contact as detailed in the vacancy advertisement.