



ABBEY COLLEGE IN MALVERN

Application Form

"The Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all current and prospective staff to share the same ethos. The successful applicant can only begin work at the college once they have completed Barred Lists (previously referred to as List 99) and DBS checks, and the college has received and verified two satisfactory references."

Post applied for:
Summer School Only?: Yes <input type="checkbox"/> No <input type="checkbox"/> Dates available to work: Any dates not available during the summer?
Are you applying for a residential position? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously completed a CRB or DBS check? If so, when was the check completed?

Personal Details

Mr/Mrs/Miss/Ms/Dr		Surname:	
Forenames: (Please list all)		Previous surname: (if applicable)	
National Insurance No:		Nationality:	
Mobile:		Land line:	
Email:			

Permanent Address:			
Postcode:		Telephone Number:	

Contact Address: (if applicable)			
Postcode:		Telephone Number:	

Produced by: CS	Date: 29/04/2016	Checked by:		Date:		Approved by:		Date :	
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ABBHEY COLLEGE IN MALVERN

Education

Secondary & Further Education

From	To	Place of Study	Subject & Level	Grade

Higher Education

From	To	Place of Study	Subject & Level	Grade

Other qualifications or relevant information

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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



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Employment/ Work Experience Present or Most Recent Employer

Post Title			
Dates (From and To)		Salary	
Other benefits		Notice period	
Name & address of employer		Reason for leaving	
Brief details of present duties & responsibilities			

Career History

Please start with the most recent and ensure there are no gaps. Include voluntary work and times of unemployment if necessary. Continue on a separate sheet if required.

Name & Address	Position Held & Responsibilities	From	To	Why did you leave this post?

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Supporting Statement

Please explain why you are interested in the post and what you will bring to the role and the College. If you wish, you may write your Supporting Statement on a separate piece of paper and attach it to the application form.

References

Please provide details of two referees we can contact, one of which should be your present or most recent employer. Character references cannot be accepted from relatives or friends.

	Referee One	Referee Two
Name		
Position		
Address		
Telephone		
Email		
How do you know this person?		
Can we contact this person now?		

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Criminal Background

This post is exempt from the Rehabilitation of Offenders Act 1974 and all convictions, including spent ones, must be declared. Failure to disclose such convictions could result in disciplinary action or dismissal.

The successful applicant will be required to undergo both a Barred List check and DBS checks to verify their criminal record status. Any offer of employment will be subject to the Abbey College being satisfied with the outcome of these checks as well as receiving satisfactory references.

For the DBS check there will be a cost of £60 which would be paid by the applicant or deducted from the first salary payment for any employment of 4 weeks or more. Please note that if we commence the check but you withdraw your application at a later stage you are still liable to pay this.

Have you any criminal conviction(s)? **Yes/No**

If you have answered Yes, please provide full details on a separate sheet. All information will be treated with complete confidence.

Medical History, General Health & Fitness for Work

Have you ever been treated for addiction to alcohol or drugs?	Yes/No
Have you ever suffered serious injury?	Yes/No
Do you have any known allergies?	Yes/No
Do you wear spectacles or contact lenses?	Yes/No
Do you have any health issues that may impede you in carrying out any duties covered by your post	Yes/No

If you have answered Yes to any of the questions above, please provide further details.

I declare that the information given in this form is correct to the best of my knowledge. I understand that any omission or misrepresentation may lead to dismissal and possible further action should I be employed

Signed:

Date:

Please ensure all areas of this form are completed in full and all gaps in employment must be adequately explained. Incomplete forms will be returned to the applicant.

You will be asked prior to interview to supply documents to confirm your identity and qualifications.

CVs can be attached to completed application forms. CVs without a completed application form will not be accepted

Please also complete the 'Declaration of Suitability to Work with Minors' form.

If you are posting this application and wish to receive an acknowledgment please include a stamped address envelope

Owing to the volume of applications only shortlisted candidates will be contacted

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Declaration of Suitability to Work with Minors

The following form is to be completed by all staff, Group Leaders and others with supervisory responsibilities. Only relevant convictions and other information will be taken into account, disclosure may not necessarily be a bar to obtaining the position. The post that you have applied for is exempt from the *Rehabilitation of Offenders Act 1974* which means all convictions, cautions, reprimands and final warnings on your records need to be disclosed.

Full Name			
Do you have any previous names? If so, please specify			
Home address			
Date of Birth (dd/mm/yyyy)	/	/	Place of Birth

Do you have a criminal record? **Yes/No**

Have you ever:

- Been convicted of an offence against a child? **Yes/No**
- Had a child removed from your care by the order of a court? **Yes/No**
- Had a prohibition imposed on you at any time? **Yes/No**
- Been disqualified from acting as a foster parent? **Yes/No**
- Been proven negligent whilst supervising under16s on activities or courses organised by another organisation? **Yes/No**
- Are you aware of any police enquiries undertaken following allegations made against you? **Yes/No**

If you have answered “yes” to any of the above questions, please supply the dates and details:

Section 70 of the Children Act 1989 provides that a person who makes any statement in this notice or gives information which he knows to be false or misleading, shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 5. I confirm that the information given above is correct to the best of my knowledge and accept that any attempt to conceal any convictions or criminal activity will result in my instant dismissal and prosecution.

Signature: Date:

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Equalities Monitoring Form

CONFIDENTIAL

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately. This information will be treated confidentially and will not be used in any part of the selection process.

Post applying for:

Name:

Date of Birth:

Gender: Male Female

Nationality: British Irish
 Other EU country Other Non EU country

Ethnicity:

Please indicate your ethnic origin:

- | | | |
|---|---|---|
| A White | B Mixed | C Asian & Asian British |
| <input type="checkbox"/> British | <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Irish | <input type="checkbox"/> White & Black African | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Other White background * | <input type="checkbox"/> White & Asian | <input type="checkbox"/> Bangladeshi |
| | <input type="checkbox"/> Other Mixed background * | <input type="checkbox"/> Other Asian background * |
| D Black & Black British | E Chinese or other group | |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> Chinese | <input type="checkbox"/> I do not wish to disclose my ethnic origin |
| <input type="checkbox"/> African | <input type="checkbox"/> Any other background * | |
| <input type="checkbox"/> Other Black background * | | |

* Please indicate any other ethnic background:

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Disability

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term, adverse effect on an individual's ability to carry out normal day to day activities.

Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.

Do you consider yourself to have a disability?

Yes

No

I do not wish to disclose my disability data

The above Equalities and disability information will not be shared with the selection panel prior to interview other than to make appropriate interview arrangements in the case of a disability.

Contact Details

**Abbey College in Malvern
253 Wells Road Malvern Wells
Worcestershire WR14 4JF**

Telephone: + 44 (0)1684 892300 Fax: +44 (0)1684 892757
www.abbeycollege.co.uk E-Mail: enquiries@abbeycollege.co.uk

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