



Please complete this form as fully as possible. The information asked for is required under Child Protection regulations and failure to complete the form fully may hold up or jeopardise your application.

PLEASE USE BLACK INK.

Post applied for:

Please state where you saw the vacancy advertised:

PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms/Dr/Other):

First name(s):

Surname:

Maiden name:

Other surnames used:

National Insurance Number:

Date of Birth:

CONTACT DETAILS

Address:

Postcode:

Email Address:

Home Phone:

Work Phone:

Mobile Phone:

Preferred telephone number to contact you on:



PRESENT OR MOST RECENT EMPLOYER

Employer 1 (Name and address):

	Postcode:

Telephone Number:

Email Address:

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Job Title:

Dates of Employment (in full):

	From:	To:
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Salary:

Reason for Leaving:

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Notice Period:

May we contact your current employer? Yes No

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Brief description of duties of current post:

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PREVIOUS EMPLOYMENT

Please give details of all employment including addresses and work breaks during the last 10 years with most recent first. Please ensure that any gaps in employment history are explained, with dates i.e. care of children, travelling, career break, studying etc.

Employer 2 (Name and address):

	Postcode:

Telephone Number:

Email Address:

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Job Title:

Dates of Employment (in full):

	From:	To:
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Reason for Leaving:

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PREVIOUS EMPLOYMENT CONTINUED

Employer 3 (Name and address):

Postcode:

Telephone Number:

Email Address:

Job Title:

Dates of Employment (in full):

<input type="text"/>	From:	To:
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Reason for Leaving:

Employer 4 (Name and address):

Postcode:

Telephone Number:

Email Address:

Job Title:

Dates of Employment (in full):

<input type="text"/>	From:	To:
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Reason for Leaving:

Employer 5 (Name and address):

Postcode:

Telephone Number:

Email Address:

Job Title:

Dates of Employment (in full):

<input type="text"/>	From:	To:
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Reason for Leaving:

Continue on separate sheet if necessary.



EDUCATION HISTORY

Senior School Name and Address:	Qualifications Gained :	Date:

College/University Name and Address:	Qualifications Gained :	Date:

Please note you will need to provide evidence of your qualifications if you are selected for interview.

STUDIES IN PROGRESS

Name and address of educational establishment:	Qualification being studied for:	Date course commenced:	Date course expected to finish:

Current membership of professional bodies or institutions:

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Other courses attended relevant to the position being applied for:

Please tell us why you wish to be considered for this post and explain the relevance of your experience to date.

Please relate it specifically to the job description and person specification for the role.

CHARACTER REFERENCES

Please provide below details of three character referees. *These people must have known you for over 2 years, cannot be previous or current employers, relatives or those writing solely in the capacity of friend.*

Character Referee 1

Name:

In what capacity do they know you:

<input type="text"/>	<input type="text"/>
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Address:

Postcode:

<input type="text"/>	<input type="text"/>
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Telephone Number:

Email Address:

<input type="text"/>	<input type="text"/>
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Character Referee 2

Name: In what capacity do they know you:

Address:

Postcode:

Telephone Number: Email Address:

Character Referee 3

Name: In what capacity do they know you:

Address:

Postcode:

Telephone Number: Email Address:

1. AN OFFER OF EMPLOYMENT is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children’s Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared, subject to the DBS filtering rules referred to in Appendix 1 to this form. 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 School’s objective assessment procedure set out in the School’s Recruitment and Selection Policy.

It is a condition of your application that you answer the questions below. Before doing so please read Appendix 1 to this form.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? Yes No

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

If answering “YES” to any of the above, please provide the following information on a separate sheet and send this in a sealed envelope marked “confidential” with your application form:

- details of the order, restriction, conviction or caution and the date that this was made;
- the relevant court or body and the sentence, if any, which was imposed; and
- a copy of the relevant order or conviction.



2. ELIGIBILITY TO WORK IN THE UK: If offered employment by Abberley Hall you will need to provide evidence that you are entitled to work in the UK under Section 8 of the Asylum and Immigration Act 1996.

Please confirm here that you are eligible to work in the UK: Yes No

3. FAMILY OR CLOSE RELATIONSHIP CONNECTIONS

If you are related to or known by employees or Governors of Abberley Hall – please provide details below of their name and your relationship to them.

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 the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a 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.
- I understand that if I accept any offer of employment the School will make direct contact with my current and past employers to obtain and verify references.
- I understand that if I accept any offer of employment the School will make direct contact with my identified character referees to obtain and verify references.
- I understand that the School will process the information given on this form, including any ‘sensitive’ information, as per the Privacy Notice.

Signed:

Date:

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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 this declaration.

COMPLETED APPLICATION FORMS TO BE RETURNED TO

Human Resources Department
Malvern College
College Road
Malvern
Worcestershire WR14 3DF

If you wish to contact the Human Resources Department our direct line is 01684 581 647.



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.

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.

APPENDIX 1 – Spent convictions and the DBS filtering rules

Spent convictions

Sentence		Rehabilitation period (in all cases the period commences from the date of the conviction)
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence for a term exceeding 6 months but less than 2.5 years	10 years	5 years
Prison sentence for a term of 6 months or less	7 years	3.5 years
Fines, probation, compensation, community service, reparation orders, curfew orders	5 years	2.5 years
Absolute discharge	6 months	6 months

Prison sentences of more than two and a half years are never considered spent.

Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of “specified offences”.

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of “specified offences”.

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of “specified offences”.

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of “specified offences”.

The list of “specified offences” that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.