



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**

Please note that we shall automatically seek references from your employers for at least the last 10 years. However, we will not contact a current employer prior to interview unless you give us permission to do so.

Employer 1 (Name and address):

|  |           |
|--|-----------|
|  |           |
|  | Postcode: |

Telephone Number:

Email Address:

|  |  |
|--|--|
|  |  |
|--|--|

Job Title:

Dates of Employment (in full):

|  |       |     |
|--|-------|-----|
|  | From: | To: |
|--|-------|-----|

Salary:

Reason for Leaving:

|   |  |
|---|--|
| £ |  |
|---|--|

May we contact your current employer?  Yes  No

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:

|  |  |
|--|--|
|  |  |
|--|--|

Job Title:

Dates of Employment (in full):

|  |       |     |
|--|-------|-----|
|  | From: | To: |
|--|-------|-----|

Reason for Leaving:

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**PREVIOUS EMPLOYMENT CONTINUED**

Employer 3 (Name and address):

|  |           |
|--|-----------|
|  |           |
|  | Postcode: |

Telephone Number:

Email Address:

|  |  |
|--|--|
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Job Title:

Dates of Employment (in full):

|  |       |     |
|--|-------|-----|
|  | From: | To: |
|--|-------|-----|

Reason for Leaving:

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Employer 4 (Name and address):

|  |           |
|--|-----------|
|  |           |
|  | Postcode: |

Telephone Number:

Email Address:

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Job Title:

Dates of Employment (in full):

|  |       |     |
|--|-------|-----|
|  | From: | To: |
|--|-------|-----|

Reason for Leaving:

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Employer 5 (Name and address):

|  |           |
|--|-----------|
|  |           |
|  | Postcode: |

Telephone Number:

Email Address:

|  |  |
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|  |  |
|--|--|

Job Title:

Dates of Employment (in full):

|  |       |     |
|--|-------|-----|
|  | From: | To: |
|--|-------|-----|

Reason for Leaving:

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|  |
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*Continue on separate sheet if necessary.*



**EDUCATION HISTORY**

Senior School Name and Address:

Qualifications Gained :

Date:

|  |  |  |
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|  |  |  |
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College/University Name and Address:

Qualifications Gained :

Date:

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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:

|  |  |  |  |
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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 and cannot be previous employers or family members.

**Character Referee 1**

Name:

Address:

|                      |           |                      |
|----------------------|-----------|----------------------|
| <input type="text"/> | Postcode: | <input type="text"/> |
|----------------------|-----------|----------------------|

Telephone Number:

Email Address:

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

**Character Referee 2**

Name:

Address:

|                      |           |                      |
|----------------------|-----------|----------------------|
| <input type="text"/> | Postcode: | <input type="text"/> |
|----------------------|-----------|----------------------|

Telephone Number:

Email Address:

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

**Character Referee 3**

Name:

Address:

|                      |           |                      |
|----------------------|-----------|----------------------|
| <input type="text"/> | Postcode: | <input type="text"/> |
|----------------------|-----------|----------------------|

Telephone Number:

Email Address:

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
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**1. REHABILITATION OF OFFENDERS ACT 1974:** Applicants are advised that posts at Malvern College are exempt from the Rehabilitation Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' *must be disclosed*. Please attach details on a separate sheet.

**2. ELIGIBILITY TO WORK IN THE UK:** If offered employment by Malvern College 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

• Do you require permission/a Certificate of Sponsorship to take up employment in the UK?  Yes  No

• Do you need to register under the Home Office EU Accession State Workers Registration Scheme?  Yes  No



- Are you currently registered with the Home Office EU Accession State Workers Registration Scheme?  Yes  No

If yes, please provide your number:

**3. DISCLOSURE & BARRING SERVICE** – Successful applicants will be submitted to the DBS for Enhanced Disclosure. Any disclosure will be completely confidential and will be considered only in relation to this appointment.

- Do you authorise us to obtain any necessary information from the DBS in connection with this application?  Yes  No
- Have you ever been convicted in a Court of Law and/or cautioned or been bound-over in respect of any offence?  Yes  No
- Are you disqualified for any reason from working with children?  Yes  No

If you have answered yes to the last two questions please provide full details on a separate sheet.

**4. LIST 99** – I confirm that I am not registered on List 99 as disqualified from working with children, or subject to sanctions imposed by a regulatory body.  Yes  No

**5. FAMILY OR CLOSE RELATIONSHIP CONNECTIONS**

If you are related to or known by employees or Council Members of Malvern College – please provide details below of their name and your relationship to them.

**SIGNATURE**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information you give us will also be used in a confidential manner to help us monitor our recruitment process. If your application is successful and you take up employment with us, the information you provide will be used in the administration of your employment. We may check the information collected with third parties or with other information held by us.

Your details will not be passed to any third parties unconnected with the College, except where required by law, without your permission. By signing this application form, we will assume that you agree to the processing of sensitive data being used in accordance with the Data Protection Act 1998.

I certify that the information in my application is true and I acknowledge that, if appointed, any false information or deliberate omissions later discovered may lead to the termination of the appointment. Providing false information is an offence and may lead to referral to the police and/or to the DfES Children's Safeguarding Operations Unit.

I accept that the College's Medical Officer may require me to undergo a medical examination and that if this is so required that the College will furnish me with the appropriate documentation to obtain my consent to my doctor being approached.

Signed:

Date:

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

**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.

Malvern College is an equal opportunities employer.

All offers of employment are made subject to the successful completion of our pre-employment enquiries which will include, but not be limited to, satisfactory references, medical clearance and an Enhanced DBS Disclosure.