



THE ABBEY COLLEGE

253 Wells Road, Malvern Wells,
Worcestershire, U.K, WR14 4JF

Tel: (01684) 892300 Fax:(01684) 892757

**Attach
passport
photo here**

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 must undergo List 99 and CRB Disclosure checks before the position can be confirmed.

Post applied for:
Permanent: Yes <input type="checkbox"/> No <input type="checkbox"/>
Easter School: Yes <input type="checkbox"/> No <input type="checkbox"/> What dates are you available to work?
Summer School: Yes <input type="checkbox"/> No <input type="checkbox"/> What dates are you available to work?
Are you applying for a residential position? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously completed a CRB check? If so, when was the check completed?

Personal Details

Mr/Mrs/Miss/Ms/Dr		Surname:	
Forenames: (Please list all)		Previous surname: (if applicable)	
Mobile:		Email:	
Date of Birth:		Nationality:	
National Insurance Number			

Permanent Address			
Postcode		Telephone Number	

Contact Address (if applicable)			
Postcode		Telephone Number	

Do you have a full clean driving licence?		When did you get your licence?	
Please provide details of any motoring offences			

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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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

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

Supporting Statement

Why are you interested in the post, and in what ways are your knowledge and experience relevant?

References

Please provide details of two referees, 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?		

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 List 99 and CRB 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.

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
How would you describe your general health? Please state whether it is Very Good, Good, Moderate or Poor.	_____

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

Declaration

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, incomplete forms will be returned to the applicant.

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

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