



**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"/>

**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

<b>Post Title</b>			
<b>Dates (From and To)</b>		<b>Salary</b>	
<b>Other benefits</b>		<b>Notice period</b>	
<b>Name &amp; address of employer</b>		<b>Reason for leaving</b>	
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

<b>Name &amp; Address</b>	<b>Position Held &amp; Responsibilities</b>	<b>From</b>	<b>To</b>	<b>Why did you leave this post?</b>

## 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. \_\_\_\_\_

How many days have you taken off as sick in the last twelve months? \_\_\_\_\_ days

As a result of poor health have you ever been absent from work for more than four weeks? Yes  No

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**