



## 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.”*

|  |
|--|
| <b>Post applied for:</b>   |
| <b>Summer School Only?:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Dates available to work:</b><br><b>Any dates not available during the summer?</b>  |
| <b>Are you applying for a residential position?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| <b>Have you previously completed a CRB or DBS check? If so, when was the check completed?</b><br><br><b>If you are on the DBS Update Service, please provide:</b><br><b>Certificate number:</b><br><b>Issue date:</b><br><b>Date of Birth:</b> |
| <b>If you DO NOT have a current DBS we are happy to apply for one for you. Please note, there will be a charge of £60 taken from your first payslip.</b>   |

### Personal Details

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

|                        |                       |                       |                       |                        |                        |
|------------------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|
| <b>Produced by:</b> KB | <b>Date:</b> 11/05/23 | <b>Checked by:</b> MN | <b>Date:</b> 11/05/23 | <b>Approved by:</b> MN | <b>Date :</b> 11/05/23 |
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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 253 Wells Road, Malvern, Worcestershire, WR14 4JF

Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



|  |  |                          |  |
|--|--|--------------------------|--|
| <b>Permanent Address:</b>  |  |                          |  |
| <b>Postcode:</b>   |  | <b>Telephone Number:</b> |  |
| <b>If you are NOT a British Citizen, please provide your 'Right To Work' share code:</b> |  |                          |  |

|   |  |                          |  |
|---|--|--------------------------|--|
| <b>Contact Address:<br/>(if applicable)</b> |  |                          |  |
| <b>Postcode:</b>                            |  | <b>Telephone Number:</b> |  |

**Please tick which (two or more) forms of ID you are able to provide:**

|   |  |
|---|--|
| <b>Current Signed Passport</b>  |  |
| <b>Original Birth Certificate</b>   |  |
| <b>EAA Member State Identity Card</b>   |  |
| <b>Current UK or EEA Photocard Driving Licence</b>  |  |
| <b>Full Old-Style Driving Licence</b>   |  |
| <b>Photographic registration cards for self-employed individuals in the construction industry -CIS4</b> |  |
| <b>Benefit book or original notification letter from Benefits Agency</b>                                |  |
| <b>Firearms or shotgun certificate</b>  |  |
| <b>Residence permit issued by the Home Office to EEA nationals on sight of own country passport</b>     |  |
| <b>National identity card bearing a photograph of the applicant</b>                                     |  |
| <b>Provisional Driving Licence</b>  |  |

|                        |                       |                       |                       |                        |                        |
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## 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. 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.

|  |
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|  |
|--|



## 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? |             |             |

## 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.           |        |
|   |        |

## Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account.

|              |    |       |          |             |    |       |          |              |    |        |          |
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## Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to A) references which are satisfactory to the school B) a satisfactory DBS certificate and check of the Barred list. 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 four weeks or more. C) the entries on this form proving to be complete and accurate and D) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or Sanctioned in the regard.

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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## 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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## Self Disclosure Form

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 (Amended 2013)* which means all convictions, cautions, reprimands and final warnings on your records need to be disclosed.

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

**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**
- 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 above questions, please supply the dates and details:**

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|  |
|  |

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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