

## Application Form for Operational Staff Appointments

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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.

**IF YOU HANDWRITE YOUR APPLICATION, PLEASE USE BLACK INK.**

Post applied for:

Which organisation are you applying to work 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:

Do you have access to a vehicle, which could be used for work if this is a requirement of the role you are applying for ?

Yes

No

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### 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

Brief description of duties of current or most recent 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:

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Job Title:

Dates of Employment (in full):

	From:	To:
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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:
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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:
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Reason for Leaving:

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*Continue on separate sheet if necessary.*

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### EDUCATION HISTORY

Senior School Name and Address:

Qualifications Gained :

Date:

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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 details of 3 character referees. They must have known you for over 2 years, not be previous or current employers, a relative or someone writing only as a friend (accepted examples might be a former colleague, neighbour, a registered professional such as a nurse, teacher, accountant or company director)*

#### Character Referee 1

Name:

In what capacity do they know you:

Address:

Postcode:

Telephone Number:

Email Address:

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### Character Referee 2

Name:

In what capacity do they know you:

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Address:

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Postcode:

Telephone Number:

Email Address:

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### Character Referee 3

Name:

In what capacity do they know you:

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Address:

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Postcode:

Telephone Number:

Email Address:

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**1. AN OFFER OF EMPLOYMENT** is conditional upon the organisation to which you are applying receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the organisation considers to be satisfactory. The organisation to which you are applying 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 organisation which amount to regulated activity. It is unlawful for the organisation to which you are applying 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 organisation to which you are applying. 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.

**2. ELIGIBILITY TO WORK IN THE UK:** If offered employment by the organisation to which you are applying you will need to provide evidence that you are entitled to work in the UK, including settled/pre-settled status if appropriate.

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 The Malvern College family of schools, please provide details below of their name and your relationship to them.

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### 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 providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I understand that if I accept any offer of employment the organisation to which I am applying 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 organisation to which I am applying will make direct contact with my identified character referees to obtain and verify references.
- I understand that the organisation will process the information given on this form, including any 'sensitive' information, as per the Privacy Notice. If you would like a copy of the privacy statement for the organisation to which you are applying for please email [humanresources@malverncollege.org.uk](mailto:humanresources@malverncollege.org.uk)

Signed:

Date:

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Where this form is submitted electronically and without signature, electronic receipt of this form by the organisation will be deemed equivalent to submission of a signed version and will constitute confirmation of this declaration.

### COMPLETED APPLICATION FORMS SHOULD BE RETURNED VIA EMAIL WHERE POSSIBLE TO

[humanresources@malverncollege.org.uk](mailto:humanresources@malverncollege.org.uk)

Alternatively, you can post your completed application form to

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

It is the policy of the organisation to which you are applying 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 organisation to which you are applying 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, Human Resources 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.