



MALVERN COLLEGE

College Road, Malvern, Worcestershire WR14 3DF

Telephone 01684 581500

Fax 01684 581648

Website: www.malcol.org

APPLICATION FORM FOR NON-TEACHING APPOINTMENTS

(You may support your application form with a CV if you wish)

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

Surname	Mr/ Mrs/ Miss/ Ms/ Dr/ Other
Maiden name	First Name (s)
Other surnames used	National Insurance Number
	Date of Birth
Contact Address:	Contact Numbers
	Home:
Postcode:	Work:
	Mobile:
	Email:

Do you have access to a vehicle, which could be used for work if necessary? Yes/ No

PRESENT OR LAST EMPLOYER however if you are currently unemployed please state the date from which you ceased to be employed.

Employer (Name and address)	Post Held	Dates of Employment	Reason for Leaving
		Salary £	
You may/may not contact my current employer (please delete as appropriate)			
Brief description of duties of current post:			

PREVIOUS EMPLOYMENT: Please give details of all employment including addresses and work breaks during the last 10 years with most recent first. If you are currently unemployed please provide the date from which you ceased to be employed. **Please ensure that any gaps in employment history are explained i.e. care of children, travelling, illness, studying etc.**

Employer Name and address	Job Title	Dates of Employment (from - to)	Reason for Leaving

(Continue on separate sheet if necessary)

EDUCATION HISTORY

School and address	Qualifications gained	Awarding Body	Date
College/Universities	Qualifications gained	Awarding Body	Date

STUDIES IN PROGRESS

Subject	Qualifications sought	Date commenced	Date studies expected to finish

CURRENT MEMBERSHIP OF PROFESSIONAL BODIES OR INSTITUTIONS

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OTHER COURSES ATTENDED RELEVANT TO THE POSITION BEING APPLIED FOR:

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ANY ADDITIONAL INFORMATION ABOUT YOURSELF THAT YOU WISH TO ADD INCLUDING ANY RELEVANT EXPERIENCE

Please state why you wish to be considered for this post and explain the relevance of your experience to date.

REFERENCES

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.

Please provide below details of two character referees. These people must have known you for over 2 years and cannot be previous employers or family members.

Character Referee (1)	Character Referee (2)
Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Email address	Email address

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.

Disability Information Act – 1995: In the event that you are selected for interview you will be asked if you have any requirements in respect to any disability that we need to be aware of in order to support you at your interview.

If employed 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.

Criminal Records Bureau – Successful applicants will be submitted to the CRB 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 CRB 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.

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.

Family or close relationship connections with employees of Malvern College – please provide details below.

SIGNATURE

(1) 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.

(2) I accept that the College Medical Office 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.

I

Signed:

Date:

COMPLETED APPLICATION FORMS TO BE RETURNED TO:

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

You may contact the Human Resources Department if you wish:

Tel: 01684 581620/581647

Fax: 01684 581618

e-mail: mrh@malcol.org

Malvern College is an equal opportunities employer in accordance with; The Sex Discrimination Act 1975, The Race Relations Act 1976, The Race Relations (Amendment) Act 2000 and the Disability Discrimination Act (DDA) 1995 which makes it unlawful to discriminate against men or women on racial, gender or disability grounds.