



MALVERN COLLEGE

APPLICATION FORM FOR TEACHING APPOINTMENTS (You may support your application form with a CV if you wish)

Please complete this form as fully as requested. The information is required to ascertain your suitability for interview and is also required under Child Protection regulations. 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	DFES Number:
Date of Birth	National Insurance Number
Contact Address:	Contact Numbers
Postcode:	Home:
Do you have access to a vehicle which could be used for work if necessary?	Work:
	Mobile:
	Email:

Human Resources Manager: Mrs M R Harper

Malvern College College Road Malvern Worcestershire WR14 3DF
tel: +44 (0)1684 581620 fax: 01684 581648 email: mrh@malcol.org
www.malcol.org

PRESENT OR LAST EMPLOYER - however if you are currently unemployed please state the date from which you ceased to be employed and then advise of your last employment under previous employments below.

Employer (Name and address)	Post Held	Dates of Employment (please include month and year)	Reason for Leaving
		From to	

You may/may not contact my current employer (please delete as appropriate)

Brief description of duties of current post:

Current salary: £

Current benefits:

PREVIOUS EMPLOYMENT: Please give details of all employment and work breaks during the last 10 years with most recent first. **Please ensure that any gaps in employment history are explained i.e. care of children, travelling, illness, study etc.**

Employer Name and address in full	Job Title	Dates of Employment (please include month and year)	Reason for Leaving
		From To	
		From To	
		From To	

Please use continuation sheet on the back of this form if necessary

EDUCATION HISTORY

Senior schools and addresses	Qualifications gained (include grades)	Awarding Body	Date
College/Universities	Qualifications gained (include level of degree)	Awarding Body	Date

PROVIDE DETAILS OF YOUR LEADERSHIP QUALITIES/ACHIEVEMENTS AND POSITIONS OF RESPONSIBILITY HELD AT SCHOOL AND UNIVERSITY.

Please use continuation

STUDIES IN PROGRESS

Subject	Qualifications sought	Date commenced	Date studies expected to finish

CURRENT MEMBERSHIP OF PROFESSIONAL BODIES OR INSTITUTIONS

--

OTHER COURSES ATTENDED RELEVANT TO THE POSITION BEING APPLIED FOR:

--

LEISURE

Please note here your leisure interests, sports (including whether you hold any formal coaching qualifications), military interests and hobbies, other pastimes and what you can offer in respect of active support for co-curricular activities. It is particularly important for a teacher at Malvern College to participate fully in the life of our boarding and day school.

Please use continuation sheet on the back of this form if necessary.

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 or current 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 bound-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.

Right to work in the UK: If employed at 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.

1. Do you authorise us to obtain any necessary information from the CRB in connection with this application? **YES/NO**
2. Have you ever been convicted in a Court of Law and/or cautioned or been bound-over in respect of any offence. **YES/NO**
3. Are you disqualified for any reason from working with children? **YES/NO**

**If you have answered no to 1 above we will no longer proceed with your application
If you have answered yes to 2 and 3 above 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 any regulatory body.

Family or close relationship connections with current employees of Malvern College: please state below:

SIGNATURE

(1) I certify that the information in this application form 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, if selected for appointment, I will be required to complete a medical questionnaire and that the College Medical Officer may, depending on the information supplied, need to write to my doctor or require me to undergo a medical examination. If this is required the College will furnish me with the appropriate documentation for the release of medical information. I understand that false information or deliberate omissions, later discovered, on my medical questionnaire may lead to the termination of my appointment.

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 e-mail@mrh@malcol.org

Fax: 01684 581648

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.