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**APPLICATION FORM**

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| **Position applied for:** | |
| **Personal Details** | |
| Surname: | Forename(s): |
| Preferred Title (Mr/Mrs/Ms/Miss/Dr) | Any previous name(s):  (To include maiden name) |
| Preferred Name: |
| National Insurance Number |  |
| Address: | Post code:  How long have you lived at this address? |
| If less than 5 years, please provide all previous addresses for the past 5 years. | |
| Previous address:  Post code:  Length of time at this address: | Previous address:  Post code:  Length of time at this address: |
| **Contact Details** | |
| Home Telephone: ………………………………………………………………………………………………………………………………………………………….  Mobile Telephone: ……………………………………………………………………………………………………………………………………………………….  Work Telephone: ……………………………………………………………………………………………………………………………………….………………….  Email address: ………………………………………………………………………………………………………………………………………………………………. | |

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| **Academic and Vocational Qualifications**  Please provide details of Secondary Education and vocational qualifications: |

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| **Name of School** | **Dates attended**  **MM/YYYY** | **Qualifications achieved together with subject** |
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| **Higher / Further Education** | | |
| **Name of the University or College and/or University Education Department** | **Dates attended**  **MM/YYYY** | **Qualification / Subject**  **Qualification classification/result** |
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| **Professional Training** | | |
| **Name of the Institution or Awarding Body** | **Dates attended**  **MM/YYYY** | **Qualification / Subject**  **Qualification classification/result** |
| **Professional Courses Attended (in the past five years)** | | |
| **Subject** | **Provider** | **Date and Duration** |

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| **Other relevant qualifications /Membership of professional Bodies** |
| Membership of professional institutions and other training / knowledge relevant to this post: |

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| **Employment History** | | | | |
| **Present or most recent Employment** | | | | |
| **Dates Employed** | | **Name and Address of Employer** | **Job Title**  **Dates of employment** | **Reason for leaving &**  **Salary** |
| From  **MM/YYY** | To  **MM/YYYY** |
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| **Please describe the main duties and responsibilities of your present or most recent employment** | | | | |
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| **Length of notice required:** | | | | |

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| **Employment History (continued ...)**  **(**Prior to the above, please provide a full history in chronological order and include any part-time and voluntary work as well as full time employment. Please provide explanations for periods when not in employment or education/training and reasons for leaving employment. | | | | |
| **Dates Employed** | | **Name and Address of Employer** | **Job Title**  **Dates of employment** | **Reason for leaving &**  **Salary** |
| From  **MM/YYYY** | To  **MM/YYY** |
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| **GAPS IN EMPLOYMENT HISTORY** | |
| If there are any gaps in your employment history e.g. studying, care of children, travelling, career break, please provide details and dates | |
| Have you lived outside the UK for more than three months in the past five years? | Yes / No |
| If yes, please provide details of which countries together with the relevant dates: |  |

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| **Personal Statement**  Please give your reasons for applying for this position and say why you believe that you are suitable for it. Please refer to the person specification and provide examples of how you meet the essential and desirable criteria describing any experience and skills that you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties required. | |
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| **References**  Please provide details of two employer referees, including your current or most recent employer. | |
| **Name:** | **Name:** |
| **Address (including postcode):** | **Address (including postcode):** |
| **Tel No:** | **Tel No:** |
| **Email:** | **Email:** |
| **Position:** | **Position:** |
| **May we approach this referee without further reference to you?**  **YES / NO (Delete as applicable)** | **May we approach this referee without further reference to you?**  **YES / NO (Delete as applicable)** |

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| **Disclosure and Barring Service** |
| An offer of employment is conditional upon the school receiving an Enhanced Disclosure from the Disclosure and Barring Service which the School considers to be satisfactory. If you are successful in your application, you will be required to undertake a DBS Disclosure Application Form. Any information will be handled in accordance with the Code of Practice published by the DBS.  Should you withdraw your application prior to the commencement of employment, you will be expected to meet the cost of the DBS check. |

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| **Additional Information** |
| Are there any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application for this post? If yes, please give details on how we might assist you. **YES / NO** |
| **Please note that attendance at our interview process will be at the candidate’s own expense.**  **Only candidates who meet the essential criteria for the role will be shortlisted to take part in the interview process.** |

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| **Data Protection** |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. |

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| **Declaration** | |
| **All Shortlisted Candidates will have an online search completed In line with KCSIE Guidance Paragraph 221 as part of our recruitment process.**  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks  I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body.  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.  I consent to the School making direct contact with the people specified as my referees to verify the reference. | |
| Signed: | Date: |

***Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration(s) above***

**If emailing your application please save the file with your name and the role for which you are applying and send to recruitment@malvernstjames.co.uk**

**If posting hardcopy please send your completed application form to:**

HR Department, Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA