



# The Abbey

The independent school for girls aged 3-18.

## APPLICATION FORM

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*

### APPLICATION FORM

Position applied for:

### SECTION 1 - PERSONAL DETAILS

Title: Dr/Mr/Mrs/Miss	Forename(s):	Surname:
Address:      Postcode:	Former names (please list all):	
	Preferred name:	
	National Insurance Number:	
	Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:	
Telephone Number(s): Home: Work: Mobile:	Email address:	
If applying for an academic position - DfES Ref No:		
Do you have Qualified Teacher Status?		Yes <input type="checkbox"/> No <input type="checkbox"/>



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Are you related to or do you maintain a close relationship with an existing pupil, employee, volunteer, Governor Trustee of The Abbey School?

Yes  No

If yes, please provide details.

## SECTION 2 – EDUCATION *Please start with the most recent*

Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body



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## SECTION 3 – OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING

## SECTION 4 – CURRENT/MOST RECENT EMPLOYER

Name :	Address:		
Job Title:	Date Started:		
Brief description of responsibilities:	Date employment ended (if applicable):		
Do you/did you receive any employee benefits? If so please provide details of these:	Current salary/ salary on leaving	Salary Scale Point (if applicable):	
Reason for seeking other employment (please state if subject of disciplinary procedure or compromise agreement):			



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Please state when you would be able to take up employment, if offered:

## SECTION 5 – PREVIOUS EMPLOYMENT (AND/OR ALL ACTIVITIES SINCE LEAVING SECONDARY EDUCATION) *Please continue on a separate sheet if necessary*

Start date and end date	Name and address of employer	Position held and main duties	Reason for leaving (including disciplinary sanction). If resignation, please detail reason for this.



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## SECTION 6 – CRIMINAL RECORD

An offer of employment is conditional upon the School receiving a satisfactory Enhanced DBS Disclosure. If you are successful in your application you will be required to complete a Disclosure and Barring Service disclosure application. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service Board (a copy of which is available from the School on request or directly for the DBS website [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk) ).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment, instead, each case will be assessed fairly by the School.

Have you been convicted by the courts of any criminal offence? Yes  No

Is there any relevant court action pending against you? Yes  No

Have you ever received a caution, reprimand or final warning from the police? Yes  No

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form.

## SECTION 7 – REFERENCES

**Please note that the School intends to take up all references for all shortlisted candidates prior to interview. Teacher applications should include their current or most recent Head as one or more of the referees.**

**Any offer of employment at The Abbey School will be conditional upon the School receiving satisfactory references.** Please supply the names and full contact details of **at least two people** who we may contact for a reference.

Professional referees should all be your previous Head Teachers or line managers from different, former employers (i.e. not from within the same organisation) and must include your current Head Teacher or line manager at your current employer (or, if you are not currently employed, your most recent employer).

Professional/business contact information must provided for all professional referees from your former employers (personal or private contact details will not be accepted).

Referee 1 –  
**professional**

Referee 2 –  
**professional**





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Name:

Organisation:

Address:

Occupation:

Their relationship to you/ How you are known to them:

Telephone No:

Email address:

Name:

Organisation:

Address:

Occupation:

Their relationship to you/ How you are known to them:

Telephone No:

Email address:



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## SECTION 8 – HEALTH

In accordance with the guidance published by the DfES any offer of employment made by the School will be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the School's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

## SECTION 9 – RECRUITMENT

It is the School's policy 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 status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School 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, the School 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 6 months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful?      Yes   
No

**Please confirm where you saw the vacancy for this position advertised / how you became aware of this vacancy:**



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## SECTION 10 – 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 Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I confirm that I am legally living in the UK and that I have permission to work up to the number of hours which this appointment requires.
- 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 agree to cooperate with any request by the School to attend a medical assessment.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process and that this may involve making such information available to third parties in order for the School to comply with its legal and/or contractual obligations.

Signature: \_\_\_\_\_  
(If sending via email please type your name)

Date: \_\_\_\_\_