



# APPLICATION FORM

**CONFIDENTIAL**

Application for the post of \_\_\_\_\_

**Please complete the following form as fully as possible  
You may also attach your CV in addition to the completed application form**

The information requested below complies with the recommendations in the DCSF document 1568/2005 Safeguarding Children  
(Safer Recruitment and Selection in Education Settings)

This form is intended to be completed electronically - we recommend downloading the form to complete using Adobe Acrobat.

<b>Surname:</b> <b>(Mr, Mrs, Miss, Ms, Other):</b>		<b>Forename(s):</b> <b>Maiden Name/Previous Name:</b>	
<b>Address:</b>		<b>Date of occupation:</b>	
~ during the last five years if different from above:		<b>Date of occupation:</b>	
<b>Home Tel No:</b>	<b>Work Tel No:</b>	<b>Mobile No:</b>	
<b>Best time(s) and numbers to call you?</b>			
<b>Email address:</b>			
<b>Name of Current Employer</b>			
<b>Current Salary and Benefits:</b>			
<b>Notice Period:</b>			
<b>DfE Reference Number (if applicable)</b>			
<b>Do you have QTS? Yes      No</b>		<b>Do you require a work permit to work in the UK ? Yes      No</b>	
<b>If yes, when does your current permit expire?</b>			

**Existing Contacts within School**

(please indicate if you know any existing employees or governors at the School, and if so how you know them):

**EQUAL OPPORTUNITIES**

**As an equal opportunities employer we welcome applications from suitably skilled women and men irrespective of their ethnic origin, disability or sexuality.**

**Secondary Education**

Please list below the secondary schools/colleges you attended, with dates and exit exam results:

Dates	School/College(s) & address	Subjects & Results (with grades)

**Tertiary Education**

Please list below the universities you attended with dates and degree details:

Dates	University/Degree Body	Title & Class of degree	Main Subject(s) Principal subject first

**Graduate Indicator:** (please tick)

1 – Non graduate

2 – Graduate equivalent

3 – Good honours or equivalent

<b>Other Academic/Vocational Qualifications</b>			
<b>Dates</b>	<b>Awarding Body</b>	<b>Grade (if appropriate)</b>	
<b>Further Training and Development</b>			
Please give details of any relevant and significant training you have undertaken in the last few years:			
<b>Dates</b>	<b>Training details</b>		
<b>Membership of Professional Bodies (if applicable)</b>			
<b>Dates</b>	<b>Institute or Association</b>		
<b>Career History</b>			
Please supply a <b>full</b> history in chronological order (with start and end dates) of all training/further education, employment, self employment <b>and any periods of unemployment</b> since leaving secondary education.			
Please provide where appropriate explanations for any periods not in employment, self employment or further education/training and in each case any reasons for leaving employment.			
<b>Current Employer</b>			
<b>Name &amp; Address of Employer</b>	<b>Dates from - to</b>	<b>Position</b>	<b>Reasons for leaving</b>

**Career History**

<b>Name &amp; Address of Employer</b>	<b>Dates from - to</b>	<b>Position</b>	<b>Reason for leaving</b>

**Interests**

Please give details of interests, hobbies or similar enthusiasms:

**Referees**

Please provide details of at least three referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children. Referees will be contacted formally as soon as the short-listed candidates have been chosen but may be approached informally at any stage. If candidates have any concerns about this, they should contact the Bursar at [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk) or on 01258 881831.

**Please note, references cannot be sought from a relative and photocopies and references addressed "to whom it may concern" will not be accepted.**

<b>Name</b>	<b>Name</b>	<b>Name</b>
<b>Job Title</b>	<b>Job Title</b>	<b>Job Title</b>
<b>Address</b>	<b>Address</b>	<b>Address</b>
<b>e-mail:</b>	<b>e-mail:</b>	<b>e-mail:</b>
<b>Telephone</b>	<b>Telephone</b>	<b>Telephone</b>
<b>Home:</b>	<b>Home:</b>	<b>Home:</b>
<b>Work:</b>	<b>Work:</b>	<b>Work:</b>
<b>Mobile:</b>	<b>Mobile:</b>	<b>Mobile:</b>

**Declaration**

I am aware that the post for which I am applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales), and I must therefore declare all convictions, cautions and bind-overs, including those regarded as 'spent'.

**Have you ever been convicted of any offence or 'bound over' in the UK or in any other country in respect of any offence or are you subject to any outstanding cases or disqualification from working with children or given a caution?    **Yes**                      **No****

If yes, please give details on a separate sheet and send in a sealed envelope marked 'Confidential Disclosure' to The Head and the Bursar, Milton Abbey School, Blandford Forum, DT11 0BZ. The envelope will only be opened, and the contents read, by the Head or the Bursar if your qualifications and previous experience render you suitable for interview, otherwise the envelope will be returned to you unopened.

I understand that if my application is successful I will be required to obtain a DBS Disclosure at enhanced level and may be asked to undergo a full medical examination.

I declare that I know of no reasons on the grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question and understand that any offer of employment made by the School will be conditional on verification of medical fitness.

**I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**

**Signed:** .....

**Date:** .....

*If this form is being returned electronically, applicants should insert a digital signature or print their name.*

Candidates should also submit a **letter of application** of not more than two sides, stating why they are interested in the post and what relevant skills and experience they would bring to it.

Please address the letter to: Mr M J L Bashaarat, Head (for Academic appointments) and to Mr J F Litchfield, Bursar (for Support appointments) and send it electronically with the application form and optional CV to: the HR Office at [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk)

Please note that a CV is not acceptable as an alternative to the Application Form.

***Equal Opportunities Monitoring Form follows:***

### EQUAL OPPORTUNITIES MONITORING FORM

Milton Abbey has an equal opportunities policy and is keen to ensure that it is working efficiently. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process.

(Please tick the appropriate box)

1)	<input type="checkbox"/> Female	<input type="checkbox"/> Male
2)	Date of birth:	
3)	I am a person with disabilities:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, does your disability have a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>“Long-term” effects are effects which have lasted at least 12 months or are expected to last 12 months or more. The disability could be physical, sensory or mental but must be substantial. For example, wearing spectacles would only apply while vision was substantially affected even when wearing glasses. It could relate to a progressive condition such as HIV infection, multiple sclerosis or cancer, from the time at which the impairment first affects day-to-day activities, so long as it is ultimately expected to result in substantial impairment.</p>	
3)	Ethnic Origin – Please indicate below:	
	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any other Asian background
	<input type="checkbox"/> Ghanaian	<input type="checkbox"/> Nigerian
	<input type="checkbox"/> Other Black background	<input type="checkbox"/> Any other Black background
	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> British
	<input type="checkbox"/> Traveller Irish	<input type="checkbox"/> White European
	<input type="checkbox"/> White other	<input type="checkbox"/> Gypsy/Romany
	<input type="checkbox"/> White/Black African background	<input type="checkbox"/> White/Black Caribbean
		<input type="checkbox"/> Caribbean
		<input type="checkbox"/> Somali
		<input type="checkbox"/> Chinese
		<input type="checkbox"/> Irish
		<input type="checkbox"/> Turkish/Turkish Cypriot
		<input type="checkbox"/> White/Asian
		<input type="checkbox"/> Any other mixed
		<input type="checkbox"/> Refused

<b>If other, please specify:</b>	
----------------------------------	--

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Milton Abbey School processing the data supplied above in connection with monitoring and compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files

**Signed:** ..... **Date:** .....

*If this form is being returned electronically, a digital signature or printing of your name will suffice.*