



Job application form

Application for the post of: _____

Job reference no: _____ Closing date: _____

Personal details

Forename: _____ Surname: _____

Please declare any other names you have been previously known by:

Address: _____

Home no: _____ Mobile no: _____

Work no: _____ Can we ring you at work? Yes No

Email address: _____

Name: _____

Position held and relationship: _____

Organisation name and address: _____

Telephone no: _____ Email address: _____

May we contact the referee before interview? Yes No

Name: _____

Position held and relationship: _____

Organisation name and address: _____

Telephone no: _____ Email address: _____

May we contact the referee before interview? Yes No

References

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be your line manager at your current/last employer and one reference must include your experience of working with children. Please do not use relatives, partners or friends as referees.

Qualifications achieved (start with the most recent)

Secondary schools, colleges, universities	From	To	Brief details of course and qualifications taken	Grade

Study currently being undertaken:

Secondary schools, colleges, universities	From	To	Brief details of course and qualifications taken	Grade

Professional or other qualifications, apprenticeships, memberships of professional organisations:

Other training you have received which you consider relevant:

Employment history

Current/most recent employment:

Name and address of employer:

Date started: _____

Until: _____ Notice required: _____

Job title: _____ Basic salary per annum: _____

Brief description of duties: _____

Reason for leaving: _____

Other employment/career history starting with the most recent:

For posts which involve working with children, please give your full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary).

Post	From	To	Employer/organisation name and address	Reason for leaving

Please explain any gaps in your education and employment history:

Please give details of other interests, including involvement in voluntary organisations, which you consider relevant:

Experience/relevant skills

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each of the criteria detailed on the person specification and provide examples of how you meet these.

If you need to continue beyond this page of the form, please use A4 sized white paper.

Do you have a driving licence? Yes No

Do you have access to a vehicle? Yes No

Do you have access to public transport? Yes No

Do you have any relationship (i.e. family, friends) with anyone working for the provision? Yes No

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see here. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Declaration

Any of the above particulars may be subject to verification. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or withdrawal of any offer of employment.

I declare that the information given on this is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.

I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

I understand that the early years setting may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the setting.

Signature of applicant:

Date:

Please return this application form with your completed employee disclosure and barring declaration and consent form in an A4 sized envelope marked 'CONFIDENTIAL' to: **Natasha Hillier, Brightwell Pre-school, Greenmere, Brightwell-cum-Sotwell, OX10 0QG.**

Recruitment monitoring form – confidential

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an equal opportunities employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for: _____

Name (forenames and surname in full): _____

Date of birth: _____ Age: _____

If you are invited to attend an interview or take up employment and require special arrangements please give details below:

Do you consider yourself to have a disability? Yes No

Gender: Male Female

I would describe my race or ethnic origin as (please tick appropriate box):

White	Black	Asian	
White British	<input type="checkbox"/> Black British	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/>
White Irish	<input type="checkbox"/> Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/>
White other	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/>
	<input type="checkbox"/> Black other	<input type="checkbox"/> Asian other	<input type="checkbox"/>
Chinese	Mixed		
Chinese	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/>	
Chinese other	<input type="checkbox"/> White and Black African	<input type="checkbox"/>	
	<input type="checkbox"/> White and Black Asian	<input type="checkbox"/>	

Other please state: