

Job application form

Application for the post of: _____

Job reference no: _____ Closing date: _____

Personal details

Forename: _____ Surname: _____

Address: _____

Home no: _____ Mobile no: _____

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

Email address: _____

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. Please do not use relatives, partners or friends as referees.

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 ☐

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

White British

☐

Black

Black British

☐

Asian

Bangladeshi

☐

White Irish

☐

Black African

☐

Pakistani

☐

White other

☐

Black Caribbean

☐

Indian

☐

Black other

☐

Asian other

☐

Chinese

Chinese

☐

Mixed

White and Black Caribbean

☐

Chinese other

☐

White and Black African

☐

White and Black Asian

☐

Other please state:

Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.

Have you ever been convicted, cautioned or reprimanded for a criminal offence? Yes ☐ No ☐

Are you on either of the two lists banning you from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)? Yes ☐ No ☐

If yes, please give details and dates in the space provided below:

Do you need a work permit to work in the UK? Yes ☐ No ☐

National Insurance
Number:

How did you find out about this vacancy? (If a newspaper/journal/website please give the name.)

I consent to [name of early years setting] holding the data in the equal opportunities section of this form in their database and manual file.

Signature of applicant: _____ Date: _____

Applicant Reference Number (internal use only):

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 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 ☐

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 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:

St Giles Preschool
Lutterell Hall
Church Drive
West Bridgford
Nottingham
NG2 6AY