

## 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):

<b>White</b>	<b>Black</b>	<b>Asian</b>	
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"/>
<b>Chinese</b>	<b>Mixed</b>		
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:

**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.)

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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)**

<b>Secondary schools, colleges, universities</b>	<b>From</b>	<b>To</b>	<b>Brief details of course and qualifications taken</b>	<b>Grade</b>

**Study currently being undertaken:**

<b>Secondary schools, colleges, universities</b>	<b>From</b>	<b>To</b>	<b>Brief details of course and qualifications taken</b>	<b>Grade</b>

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

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**Other training you have received which you consider relevant:**

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**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).*

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

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:

***Pauline Royl, Lordswood Pre School, Sandpiper Road, Lordswood, SO16 8FD***