

## Application for Employment

**Post applied for:** \_\_\_\_\_

By completing this form, I give consent to Jack and Jill Pre-school holding personal data about me in line with their Documentation and Protecting Data policy.

### **Section A: Personal Details**

Name: \_\_\_\_\_

Any previous names: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Section B: Current/Most recent Employment**

Employer; Name/Address	Date started	Date ended	Basic Salary per Annum	Reason for leaving	Notice required

Job Title:	Brief description of duties:

**Section C: Previous Employment History (most recent first):**

Employer; Name/Address	Date started	Date ended	Job title	Reason for leaving

**Section D: Education and Training (please include details of any current courses being completed)**

(Secondary Schools, Colleges, Universities – including English and Maths)

Organisation	From	To	Brief details of course/qualification	Grade

Other Relevant Training/Qualifications:

<b>Other relevant training you have received (e.g. paediatric first aid, food hygiene, SEND Co etc):</b>	
<b>Training:</b>	<b>Date achieved:</b>

**Section E: Skills, Experience and Knowledge**

Please state the reasons you wish to apply for this post and give details of any experience, skills and training that you think is relevant, together with any other information to support your application. Continue on a separate sheet if necessary.

## Section F: Further information

**Disability or Health Problems do not preclude full consideration for the job and applications from disabled persons are welcome.**

Do you consider yourself to have a disability? Yes / No

If 'yes', please give details below:

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**Please give the number of sick days taken in the last 12 months:** \_\_\_\_\_

**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 currently working for the Pre-school? Yes / No**

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

If 'yes', please give details below:

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## Section G: Safeguarding and Child protection

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders act 1974.

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

If you have answered 'Yes' please provide details of all convictions in a sealed envelope marked confidential and attach it to this application. If the application is successful, this will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

**Have you previously been checked by the Disclosure and Barring Service or Criminal Records Bureau? Yes / No**

If Yes, please give your DBS/CRB reference no: \_\_\_\_\_ and date of issue \_\_\_\_\_

**Have you personally or by association been disqualified from working with children and/or have information held about you under section 142 Education Act 2002? Yes / No**

It is the policy of the Pre-school to carry out Police Checks with the Disclosure and Barring Service on all staff/volunteers employed or otherwise involved in the running of the Pre-school.

I have read the above information and understand that I have given permission for the Pre-school to contact the Disclosure and Barring Service if my application is successful.

Name (please print): \_\_\_\_\_

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

## **Section H: Referees**

Please give the names and 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.

1.

Name \_\_\_\_\_

Position held \_\_\_\_\_

Organisation name and address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.

Name \_\_\_\_\_

Position held \_\_\_\_\_

Organisation name and address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone no. \_\_\_\_\_

Telephone no. \_\_\_\_\_

Email address \_\_\_\_\_

Email address \_\_\_\_\_

**May we contact the referee before the interview?**

**Yes / No**

**May we contact the referee before the interview?**

**Yes / No**

## **Declaration**

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

Signature: \_\_\_\_\_

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