

Job application form

Application for the post of:

Job reference no: Closing date:

Personal details

First Name: 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, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for:

Name (forename(s) 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):

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

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 2 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? (Please give the name of the newspaper/journal/website.)

I consent to Charlton Acorns Pre-School, to hold the data in the equal opportunities section of this form in their database and manual file.

Signature of applicant:

Date:

INTERNAL USE ONLY

Applicant Reference Number:

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 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 check. 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 provider may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the provision.

I confirm that I have completed the Employee Disclosure and Barring Declaration and Consent Form.

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:

Louise Dymock
Pre-School Manager
Charlton Acorns Pre-School
Charlton Village Road
Wantage
Oxon
OX12 7HG