|  |  |
| --- | --- |
|  | Chapel Lane Pre-SchoolRegistered Charity No: 1017668  |

 **JOB APPLICATION FORM**

|  |
| --- |
| JOB APPLIED FOR: |
| FIRST NAME: | SURNAME: |
| PREVIOUS SURNAMES: |
| ADDRESS: |
| TELEPHONE NO: |
| E-MAIL ADDRESS: |
| QUALIFICATIONS: Please list in chronological order with the most recent at the top. Please include name of qualification, awarding body / institution, grade achieved. |
| WORK HISTORY: Please list in chronological order with most recent or current employer at the top. Please give duration of employment, brief description of work carried out, reason for leaving.PERIODS NOT IN EMPLOYMENT OR EDUCATION: Please account for every gap in employment or training since leaving Secondary School. Please detail gap duration and reason.  |
| 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. |
| REFERENCES:Please give contact details for at least two referees one of which must be your present or most recent employer, these references must span a period of at least five years. We will obtain references prior to interviews taking place |
| 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 form, is to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment. |
| Signed: | Date: |

**Please also complete the disclosure form and return via e-mail along with this application form to** **chapellane@weycp.org.uk**

EQUAL OPPORTUNITIES MONITORING - PRIVATE AND CONFIDENTIAL

Chapel Lane Pre-School is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. The pre-school will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, marital status, sexuality, disability, age, or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.

To ensure equal opportunities policies are being implemented and to comply with legislation please complete the form below and **return with your application form.** The information will be used for monitoring purposes and will not be available to those involved in the selection process.

|  |  |
| --- | --- |
|  | Please complete or select entry |
| Post Applied For |  |
| **Full Name** |  |
| **Gender:** | Female Male  |
| **Date of Birth** |  |
| **Marital Status** |  Single / Married / Divorced / Separated / Widowed |

|  |
| --- |
|  I would describe my cultural and ethnic origin as:  Please select the appropriate description to indicate your cultural background. |
| White - British |  |
| White - Irish |  |
| Any Other White Background |  |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any Other Mixed background |  |
| Indian  |  |
| Pakistani |  |
| Bangladeshi |  |
| Any Other Asian Background |  |
| Black Caribbean |  |
| Black - African |  |
| Any Other Black Background |  |
| Chinese |  |
| Any Other Ethnic Group |  |
| The pre-school seeks to make reasonable adjustments to the work environment and work practice in need to promote the employment of people with disabilities. To assist us in fulfilling our obligations under the Equality Act 2010 Act please answer the following questions:Do you consider you have a disability or impairment? Yes/ No (If yes, please provide details below) |
| If you are not a British National and have any conditions relating to your employment within the UK please detail below: |
| Printed Signature: Date: |