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|  |  |
| --- | --- |
| Application for the post of:  |    |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 confirmyour employment record. One must be your line manager at your current/lastemployer. Please do not use relatives or partners 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   |     |

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted, cautioned or reprimanded for a criminal offence which may affect your suitability to work with children | Yes   | No   |
|  Are you on either of the 2 lists banning you from working with children or vulnerable adults imposed by the Independent SafeguardingAuthority?  |  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 for St Dominic’s Pre-School to hold the data in the equal opportunities sectionof this form in their database and manual file.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of applicant: |   |  Date: |   |

 **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 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   |   |

 **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 pre-school may process, by means of a computer database or* *otherwise, any information which I provide to it, for the purpose of employment with* *the pre-school.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of applicant: |   | Date: |   |

 Please return this application form in an A4 sized envelope marked ‘CONFIDENTIAL’ to:St Dominic’s PreschoolWestern AvenueWoodleyBerkshireRG5 3BHOr Email to: manager@stdominicspreschool.co.uk    |  |