

INTERNAL USE ONLY

Applicant Reference Number: _____



Job Application Form

Please complete this form in type or black ink. All questions must be answered in the boxes provided.

Post: _____ Ref: _____ Closing Date: _____

First name(s): _____ Surname: _____

Address: _____

Post Code: _____

Home Telephone Number: _____ Work/Mobile: _____

Can we ring you at work? **YES/NO** E-mail Address: _____

Please give the names and full addresses of two people who can verify or confirm your employment record. Both must be from either your line manager or the HR department at your current / last employer. **Please do not use relatives, partners or friends as referees.**

Name: _____ Name: _____

Position: _____ Position: _____

Relationship: _____ Relationship: _____

Address: _____ Address: _____

Tel: _____ Tel: _____

YES/NO **YES/NO**

Please indicate whether your referees can be approached now. References are normally sought after interview.

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**

If **YES**, please give details and date(s) in the space provided below:

Do you need a work permit to work in the UK? **YES/NO** National Insurance Number: _____

Qualifications Achieved (start with most recent):

Secondary Schools, Colleges, Universities	From:	To:	Brief Details of Courses/qualifications undertaken:	Grade:

Study currently being undertaken:

Secondary Schools Colleges, Universities	From:	To:	Brief Details of Courses:	Grade:

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

Other training you have received which you consider relevant:

Do you have a driving licence? **YES/NO**

Do you have reasonable access to public transport? **YES/NO**

Do you have access to a vehicle? **YES/NO**

How did you find out about this vacancy?

(please give the name of the newspaper/journal/website)

Employment:

Current/most recent employer: _____

Address: _____

_____ Post Code: _____

Date Started: _____ Until: _____ Notice required: _____

Job Title: _____ Basic salary per annum: _____

Brief Description of Duties: _____

Reason for leaving: _____

Other employment/career history starting with most recent:

For posts which involve working with children, please give full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary).

From:	To:	Employer: Name and Address:	Post:	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 / 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 the post you have applied for includes Core Management Competencies on the job description, you will need to demonstrate how you meet the criterion for these competencies.

If you need to continue beyond these pages of the form please use A4 size white paper.

A large rectangular area with a blue border and horizontal dashed lines, intended for writing a response. The area is empty and occupies most of the page below the instructions.

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Recruitment Monitoring Form – confidential

Equality and Diversity

We are committed to Equality and Diversity 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, disability, nationality or sexual orientation. Please help us to achieve our main aim by completing the following questions:

Position applied for:

Name: surname and forename(s) in full: _____
Date of Birth: _____ Age: _____
If you are invited to attend for interview or to take up employment, and require special arrangements, please give details below: _____ _____

Gender:

Male Female:

Disability:

Do you consider yourself to have a disability? Yes No

Safeguarding

Are you or anyone else who lives in your household disqualified from working with children or vulnerable adults?

Yes No

If Yes, please give details:

I would describe my race or ethnic origin as (please tick appropriate box):

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Asian	<input type="checkbox"/>
<input type="checkbox"/> White British	<input type="checkbox"/> Black British	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/>
<input type="checkbox"/> White Irish	<input type="checkbox"/> Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/>
<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"/>
<input type="checkbox"/> Chinese	<input type="checkbox"/> Mixed	<input type="checkbox"/> Other please state:	
<input type="checkbox"/> Chinese	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/>	
<input type="checkbox"/> Chinese Other	<input type="checkbox"/> White & Black African	<input type="checkbox"/>	
	<input type="checkbox"/> White & Black Asian	<input type="checkbox"/>	

I consent to Pickering Pre-school Playgroup holding the data in the recruitment monitoring section of this form.

Signature of applicant: _____

Date: _____

Do you have any relationship (i.e. family, friends) with anyone currently working for the Preschool?
If yes, please provide details below:

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 a 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 contact of employment.

I understand that Pickering Pre-school Playgroup may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the Preschool.

I understand that, should I be successful, continuation in this post is dependent on satisfactory D.B.S. checks and a probation period.

Signature:

Date:

Please return in an A4 sized envelope marked 'CONFIDENTIAL'; to:

Mrs Cait Faulkner, 19 Corbie Way, Pickering, North Yorkshire, YO18 7JS