# Job application form

|  |  |  |  |
| --- | --- | --- | --- |
| Application for the post of: | EYFS Manager | Closing Date: | 20th July 2020 |

**Personal details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Forename: |  | 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 people to cover the last 5 years of your employment history. One must be your line manager at your current/last employer. Please do not use relatives, partners or friends as referees. (Continue on a separate sheet of paper if necessary)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do we have your consent to contact all employment history referees once you have verbally accepted an offer of employment with us? | 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, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Please help us achieve our main aim by completing the following questions:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position applied for: | | |  | | | | | | | | |
|  | | | | | | | | | | | |
| Name (forenames 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 |  |
|  | | | | Prefer not to say | | | | |  |
|  | | | | | | | | | | | |
| Gender: | | | | Male | | | |  | Female | |  |
|  | | | | Prefer not to say | | | |  |
|  | | | | | | | | | | | |
| I would describe my race or ethnic origin as (please tick appropriate box): | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **White** | | | **Black** | | **Asian** | | | | | | |
|  | | | | | | | | | | | |
| White British | |  | Black British | |  | Bangladeshi | | | | |  |
|  | |  |  | |  |  | | | | |  |
| White Irish | |  | Black African | |  | Pakistani | | | | |  |
|  | |  |  | |  |  | | | | |  |
| White other | |  | Black Caribbean | |  | Indian | | | | |  |
|  | |  |  | |  |  | | | | |  |
|  | |  | Black other | |  | Asian other | | | | |  |
|  | | | | | | | | | | | |
| **Chinese** | | | **Mixed** | |  | | | | | | |
|  | | | | | | | | | | | |
| Chinese | |  | White and Black Caribbean | |  |  | | | | |  |
|  | |  |  | |  |  | | | | |  |
| Chinese other | |  | White and Black African | |  |  | | | | |  |
|  | |  |  | |  |  | | | | |  |
|  | |  | White and Black Asian | |  |  | | | | |  |
|  | | | | | | | | | | | |
| 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 two lists banning you from working with children or | | | | Yes |  | No |  |
| vulnerable adults imposed by the Disclosure and Barring Service (DBS)? | | | | | | | |
|  | | | | | | | |
| 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? (If a newspaper/journal/website please give the name.) | | | | | | | |
|  | | | | | | | |
|  |  | | | | | | |
| I consent to Congresbury Preschool holding the data in the equal opportunities section of this form in their database and manual file. | | | | | | | |
|  |  | | | | | | |
| Signature of applicant: |  | Date: |  | | | | |
|  |  |  |  | | | | |

**Applicant Reference Number (internal use only):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 of the 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 |  |
|  |  |

**GDPR Privacy Notice**

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. If you are successful in your application, the information provided will form part of your personnel file, which, in accordance with Section 2 of the Limitation Act 1980, will be stored securely until six years after the termination of your employment period. If you are unsuccessful in your application, the information provided will be held on file for no longer than six months after a formal appointment is made to the post.  
  
Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes your name, address, email address, contact telephone number(s), National Insurance number, relevant qualifications, employment history and any criminal records. The processing of this information is lawful as it is necessary in order to take these steps prior to entering into a contract (GDPR Article 6 (1)(b). We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the incorrect administration of your application.  
  
Under the conditions of the Digital Economy Act 2017, we may share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

**Declaration**

I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of employment will be subject to satisfactory references, criminal record checks and any other checks as required by Congresbury Preschool. Any misleading statement or deliberate omission may disqualify my application and lead to instant dismissal.  
  
I consent to the necessary enquiries and checks being undertaken by the preschool in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications and to ascertain whether I have any relevant criminal record which may make me unsuitable for the post applied for, including the on-line 'Status Check' using the DBS's Update Service and an External Validation Service check of my identity if I am unable to produce the ID required under the DBS's ID checking guidelines.  
  
I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by the preschool during the course of my employment and for a reasonable time after the employment ends  
  
For posts working with children and vulnerable adults   
I confirm I have no objections to the council making an application to the Disclosure and Barring Service for information about any previous criminal record, which I may or may not have and I confirm that I will sign the necessary application form giving an authority to make this search   
  
I acknowledge that all paid positions which require a DBS check are exempt from the Rehabilitation of Offenders Act 1974 and I am required to disclose details of any 'unspent' criminal convictions, cautions and bind-overs.  
  
I declare that I am not disqualified from working with children and vulnerable adults

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

Please return this application form with your completed employee disclosure and barring declaration and consent form to lisa.hull@congresburypreschool.onmicrosoft.com