

APPLICATION FOR THE POST OF _____

AT WHIRLEY PRE SCHOOL GROUP

In Accordance with our Equal Opportunities Policy our recruitment process is monitored to check that unfair discrimination is not taking place. To help us in this please complete the following by ticking the relevant boxes.

Pages 1 and 2 will be detached from the rest of the application form before short listing and interviewing take place.

PERSONAL DETAILS

Miss Mr Mrs Ms (delete as appropriate)

First Names.....

Surname.....

Address.....
.....

Postcode.....

E Mail.....

Home Telephone Number (incl STD code).....

Mobile.....

Work Telephone Number (incl STD code).....

Can we ring you at work? Yes /No

I would describe my cultural origin as:

Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>		
Black Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>		
Black other	<input type="checkbox"/>	White	<input type="checkbox"/>		

My gender is:

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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I am aged between 16 and 65 years:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please state where you saw this post advertised.....

VERIFICATION OF EMPLOYMENT OR EDUCATION RECORD/REFERENCES

Please give names and addresses of two people who can verify or confirm your appointment record.

(They cannot be accepted from relatives or people writing solely in the capacity of friends).

One should be your present or most recent employer. If you have not been in paid employment, please give the head of the education or training establishment and/or representative of the voluntary organisation with which you have been involved.

Name.....

Name.....

Position.....

Position.....

Address.....

Address.....

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E Mail.....

E Mail.....

Tel. No.....

Tel. No.....

Verification is normally sought before interview. Please indicate whether your referee can be approached before interview.

Yes/No

Yes/No

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EMPLOYMENT

(Including both paid and voluntary employment)

Present or most recent employment

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If most recent, reason for leaving.....

Name and address of employer

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Post held.....

Basic salary per annum.....

Date started..... Until.....

Notice required.....

Brief description of
duties.....

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If you as the applicant are not currently working with children, but have done so in the past it is important that you provide the dates and details of the position held, employer, address and telephone number of this post.

Name and address of
employer.....

.....
.....

Telephone number.....

Position
held.....

Dates from.....to.....

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Other employment/career/history (please put most recent first)

From	To	Employer	Address	Position held/ Reason for leaving

EDUCATION AND QUALIFICATIONS

Type of institution	Examinations and subjects studied	Grade of award or examination	Dates of courses or when qualification obtained

Please give details of courses undertaken, including short courses and in service training, and/or current studies.

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EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION

Applicants are required to complete this supplementary information sheet.

It is not acceptable practice to rely on a Curriculum Vitae.

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.

DECLARATION

I declare that to the best of my knowledge the information given on this Application Form is correct and can be treated as part of any subsequent contract of employment.

Signature _____

Date _____

REHABILITATION OF OFFENDERS ACT

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about Police cautions "bind overs", or any criminal convictions including any including any that would otherwise be considered "spent" under the Act.

Have you ever been convicted of any offence or "bound over" or given caution?

Yes

No

Are you eligible to work in the U.K.? Yes No

If selected for interview you would need to provide evidence for this.

Please read carefully:

I understand that if my application is successful I will be required to obtain an enhanced DBS.

For the purposes of the Data Protection act 1998, I consent to the information in this form, and any information received on behalf of Whirley Pre School relating to the subject matter of this form being processed by them in administrating the recruitment process.

I declare that the information I have given on this form is complete and accurate. I understand that to knowingly give false information, or to omit any relevant information, could result in a withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

Signed..... Date.....

Print name.....

