**CONFIDENTIAL**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

* Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.
* Please return this form to [Weaverthorpe31@gmail.com](mailto:Weaverthorpe31@gmail.com)
* If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

**POST DETAILS**

|  |
| --- |
| Post applied for: |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Prefer to be known as: | Date of birth (DD/MM/YY): |
| National Insurance Number: |  |
| Address: | Mobile phone number (preferred): |
|  | Home phone number (alternative): |
|  | Work phone number (alternative): |
| Email: |  |

**RIGHT TO WORK IN THE UK**

All candidates invited for an interview will be required to produce original documentation that proves their right to work in the UK. You will receive further information about acceptable documentation if you are invited to attend an interview.

Do you have the right to work in the UK?

|  |  |
| --- | --- |
| Yes | No |

**PERSONAL INTERESTS**

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Are you, to the best of your knowledge, related to or personal friends with any Staff or Committee of Weaverthorpe Pre-school?

|  |  |
| --- | --- |
| Yes | No |

|  |
| --- |
| If yes, please enter the names and positions of all known relations: |

*A candidate, who fails to disclose their relationship to a Staff Member or Committee of Weaverthorpe Pre-School, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.*

Do you have any outside private business interests that may conflict with those of the Pre-School’s business?

|  |  |
| --- | --- |
| Yes | No |

|  |
| --- |
| If yes, please describe your private interest: |

**EDUCATION, TRAINING, QUALIFICATIONS**

Please include in chronological order. Documentary evidence of relevant qualifications must be presented at interview. These must be originals. Continue on a separate sheet if necessary and attach it securely to your application form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of schools, colleges, universities | Full or Part Time | Dates | | Qualification Achieved | | |
| From | To | Subject | Level | Grade |
|  |  |  |  |  |  |  |

**TEACHING QUALIFICATION (If applicable)**

|  |
| --- |
| Date qualification awarded: (Month & Year) |
| Date of completion of probation: |

**PRESENT EMPLOYER**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Job Title: | Date appointed: | Salary: |
| Summary of main duties: | | | |
| Period of Notice required: | | | |

**PREVIOUS EMPLOYMENT**

Please include in chronological order and continue on a separate sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Job Title | Dates  (month & year) | | Full or Part Time | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |

**PERIODS OF UNPAID ACTIVITY**

Please give reasons and duration for any gaps when you have not been in employmentafter the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling

|  |  |  |
| --- | --- | --- |
| Details | Dates (month & year) | |
| From | To |
|  |  |  |

**PERSONAL STATEMENT**

 Please explain how you would relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying, making reference to the job description and person specification.

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| --- |
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**REFEREES**

Please note all references will be taken up after shortlisting and before interview. We may request additional references.

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You must supply full contact details for a minimum of **two** referees. One referee must be your **current or last employer** however if you have never had an employer, one referee must be a senior staff member from your last place of study. One referee should be able to refer to your most recent work with children. A referee must not be a relative or partner. If you cannot meet the criteria outlined above, you can supply a character reference from a professional person known to you.

## Referee 1 - Current or Most Recent Employer

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

## Referee 2

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

**CRIMINAL CONVICTIONS**

* The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children.
* The post you are applying for is subject to an enhanced disclosure and you are required to declare any spent or unspent convictions, either in the UK or abroad, including cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013.
* You must also inform us if you are disqualified from working with children, or have any active restriction which would prevent you taking up this post.
* Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.
* Failure to disclose any information required of you may result in your application being rejected or disciplinary action being taken if you have commenced employment with the Pre-school. The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the Pre-school consider it is relevant to the position you are applying for.

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Have you any spent or unspent convictions, cautions, reprimands or final warnings that are not 'protected' to declare?

|  |  |
| --- | --- |
| Yes | No |
|  |  |
| If yes, please provide details below including the nature of the offence/alleged offence, date and full name at the time of the offence: | | |



Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years?

|  |  |
| --- | --- |
| Yes | No |

You must obtain a Statement of Good Conduct (SOGC) from the Embassy of that country.



**Declaration**

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* I certify that the information I have given on this form is true and accurate to the best of my knowledge.
* I have read or had explained to me and understand all the questions on this form.
* I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
* I authorise the Pre-school to undertake the necessary pre-employment checks and to verify any information given.
* I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.
* I acknowledge that the Pre-school will process data about me and retain it in the manner described above and I hereby consent to this.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection Act Disclaimer**

All information provided will be dealt with in accordance with the Data Protection Act 1984, amended 1998. This information may be used for administrative purposes within the Pre-school. All personal information computerised by the Pre-school has to be registered and may only be used and disclosed as described in the Data Protection Register. If you are unsuccessful in your application the information you have provided and that information which has been collected during pre-employment stages will be retained for six months at which point it will be destroyed.

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**RECRUITMENT MONITORING**

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 only.

We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. This information will be stored securely and confidentially and **will not be taken into account when making the appointment**.

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Date of birth (DD/MM/YY): | Gender: |
| Marital / Civil Partnership Status: | Religion / Belief: |
| Sexual Orientation: | Ethnic group: |
| Nationality: |  |

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