



Job Application Form

Application for the post of:

Closing date:

Personal

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 confirm your employment record. One must be your line manager at your current/last employer. Please do not use relatives, partners or friends as referees.

Name:

Position held and relationship to you:

Organisation name and address:

Telephone no:

Email address:

May we contact the referee before interview?

Yes

No

Name:

Position held and relationship to you:

Organisation name and address:

Telephone no:

Email address:

May we contact the referee before interview?

Yes

No

Qualifications achieved (start with most recent):

| Secondary Schools, Colleges, Universities | From: | To: | Brief details of course/qualifications undertaken: | Grade: |
|--|-------|-----|--|--------|
| | | | | |

Study currently being undertaken:

| Secondary Schools Colleges, Universities | From: | To: | Brief details of course/qualifications undertaken: | Grade (if known): |
|---|-------|-----|--|-------------------|
| | | | | |

| |
|---|
| 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:

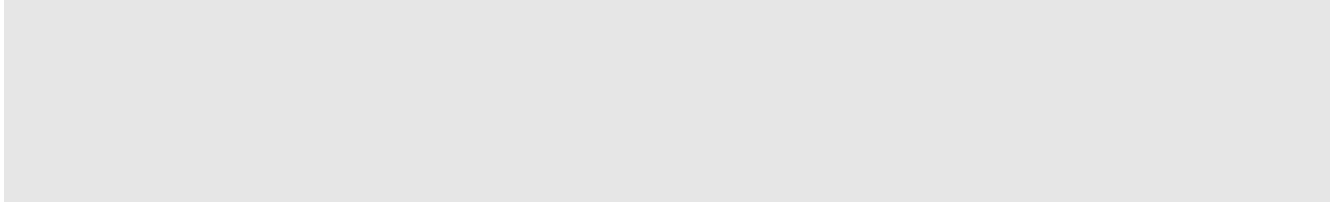
Reason for leaving:

Other employment/career history starting with 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/Organisation name and address: | Post: | Reason for leaving: |
|-------|-----|---|-------|---------------------|
| | | | | |

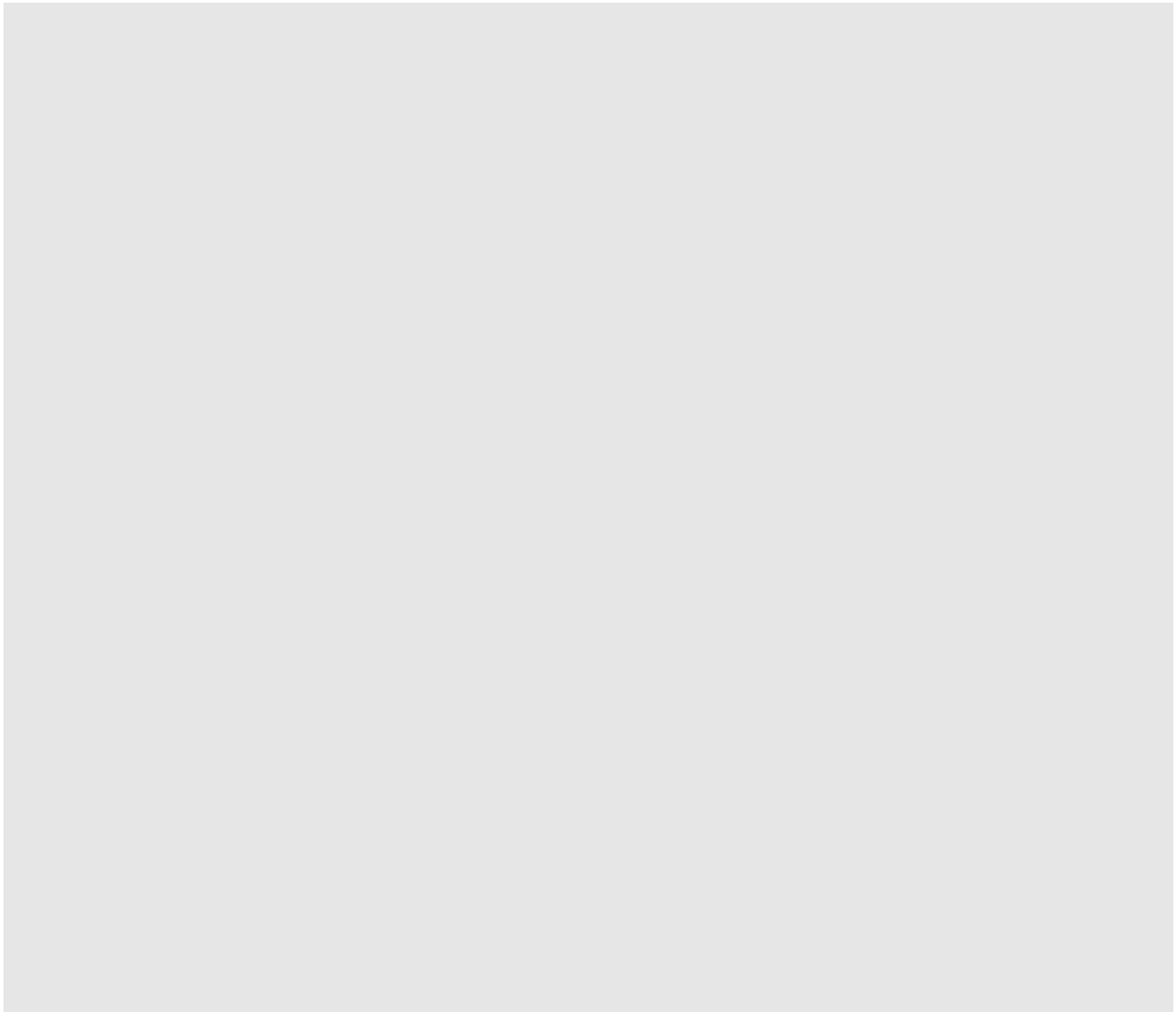
Please give details of other interests including involvement in voluntary organisations which you consider relevant:



Experience/relevant skills

Having read the job description 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 these pages of the form please use A4 sized white paper.



DISABILITY OR HEALTH PROBLEMS DO NOT PRECLUDE FULL CONSIDERATION FOR THE JOB AND APPLICATIONS FROM DISABLED PERSONS ARE WELCOMED.

Health:

Please give number of sick days in the last 12 months:

Please give number of separate occurrences of illness in last 12 months:

Travel:

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

Do you have any relationship (i.e. family, friends) with anyone currently working for the pre-school?

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 form 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 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 playgroup.

Signature:

Date:

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

Staffing Sub-Committee, Foundry Lane Community Playgroup Management Committee, Foundry Lane Community Playgroup, Foundry Lane, Shirley

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 the List 99 disqualified from working with children or subject sanctions imposed by a regulatory body? 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:

How did you find out about this vacancy? (Please give the name of the newspaper/journal/website)

I consent to Foundry Lane Community Playgroup holding the data in the equal opportunities section of this form in your manual file.

Signature of applicant: Date: