# 

Job Application Form

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| --- | --- |
| Application for the post of: |  |
|  | |

**Personal details**

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| --- | --- | --- | --- |
| Forename: |  | Surname: |  |
|  | | | |
| Address: |  | | |
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|  |  | | |
|  | | | |
| Home no: |  | Mobile 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. References will be contacted **prior** to interview.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REFERENCE 1** |  | | | | | | | |
| Name: |  | | | | | | | |
|  | |  | | | | | | |
| Position held and relationship: | |  | | | | | | |
|  | |  | | | | | | |
| Organisation name and address: | |  | | | | | | |
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|  | |  | | | | | | |
|  | |  | | | | | | |
| Telephone no: |  | | Email address: |  | | | | |
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| **REFERENCE 2** | | | | |  |  |  |  |
| Name: |  | | | | | | | |
|  | |  | | | | | | |
| Position held and relationship: | |  | | | | | | |
|  | |  | | | | | | |
| Organisation name and address: | |  | | | | | | |
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| Telephone no: |  | | Email address: |  | | | | |
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**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 |  |
|  | | | | | | | | | | |
| How do you identify your Gender: | | | | | Male | |  | Female | |  |
|  | | | | | | | | | | |
| 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 |  |  | | | | |  | |
|  | |  |  |  | Prefer not to say | | | | |  | |
| 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 vulnerable adults imposed by the Disclosure and Barring Service (DBS)? | | | | Yes |  | No |  |
|  | | | | | | | |
|  | | | | | | | |
| 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 Abbotts Ann Nursery School holding the data in the equal opportunities section of this form in their database and manual file. | | | | | | | |
|  |  | | | | | | |
| Signature of applicant: |  | Date: |  | | | | |
|  |  |  |  | | | | |

**Applicant Surname (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 From: |  | | | | |
|  |  | | | | |
| Date To: |  | | | 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 |  |
|  |  |  |  |  |
| Do you have any relationship (i.e. family, friends) with anyone working for the provision? | Yes |  | No |  |
|  |  |  |  |  |

**Declaration**

*Any of the above particulars may be subject to verification. 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 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 early years setting may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the setting.*

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

Please return this application form with your completed employee disclosure and barring declaration and consent form in an A4 sized envelope marked ‘CONFIDENTIAL’ to:

The Manager

Abbotts Ann Nursery School

War Memorial Hall

Duck Street

Abbotts Ann

Hampshire

SP11 7AZ

Or Email to our secure address:

[aansmanager@abbottsannnurseryschool.onmicrosoft.com](mailto:aansmanager@abbottsannnurseryschool.onmicrosoft.com)

**Employee Disclosure and Barring declaration and consent form**

**Abbotts Ann Nursery School**

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |  | Role: |  |

The role you have applied for requires an enhanced Disclosure and Barring Service (DBS) check with barred lists check and will require you to have an up-to-date DBS certificate for the duration of your employment. In order to ensure that your certificate remains up-to-date Abbotts Ann Nursery School requires you subscribe to the DBS Update Service prior to completion of your probation.

Once registered with the Update Service, your certificate will be kept up-to-date by the DBS and your certificate becomes portable. You can take your certificate with you from role to role and employer to employer, where the same level and type of check is required, as long as you remain registered. This means you will not have to complete a DBS check application form every time you change job or employer.

This form is a declaration to confirm the following:

* I have registered with/will register with and subscribe to the Disclosure and Barring Update Service.
* I understand that as a condition of my continued employment I will maintain my subscription with the DBS Update Service.
* I will update the DBS on any changes in my personal circumstances e.g. change of address, name etc.
* I give Abbotts Ann Nursery School ongoing consent for the duration of my employment to carry out status checks to establish that my DBS Certificate is up to date.
* I will present my original DBS certificate to Abbotts Ann Nursery School when requested, so that they are able to confirm that the certificate is the same type and level required for the role, to ensure that the right checks have been carried out and see what, if any, information was disclosed about me.
* I will provide Abbotts Ann Nursery School with my date of birth and DBS Certificate number to enable them to carry out the status checks.
* In the event a new certificate is required because there has been a change in status, I will present the original copy of the DBS certificate to Abbotts Ann Nursery School.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |