



Job Application Form

Application for the post of:

Job reference no: 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

Recruitment Monitoring Form – confidential

Equal Opportunities

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, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for:

Name (forename(s) and surname in full):

Date of birth:

Age:

If you are invited to attend for interview or take up employment and require special arrangements please give details below:

Disability:

Do you consider yourself to have a disability?

Yes

No

Gender:

Male

Female

I would describe my race or ethnic origin as (please tick appropriate box):

White

White British

White Irish

White other

Black

Black British

Black African

Black Caribbean

Black other

Asian

Bangladeshi

Pakistani

Indian

Asian other

Chinese

Chinese

Chinese other

Mixed

White and Black Caribbean

White and Black African

White and Black Asian

Other please state:

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 Independent Safeguarding Authority?
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 Cottontails Pre-school holding the data in the equal opportunities section of this form in their database and manual file.

Signature of applicant: Date:

INTERNAL USE ONLY

Applicant Reference

Number:



Qualifications achieved (start with the 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:

[Redacted area for employer name and address]

Date started: [Redacted] Until: [Redacted] Notice required: [Redacted]

Job Title: [Redacted] Basic salary per annum: [Redacted]

Brief description of duties:

[Redacted area for brief description of duties]

Reason for leaving:

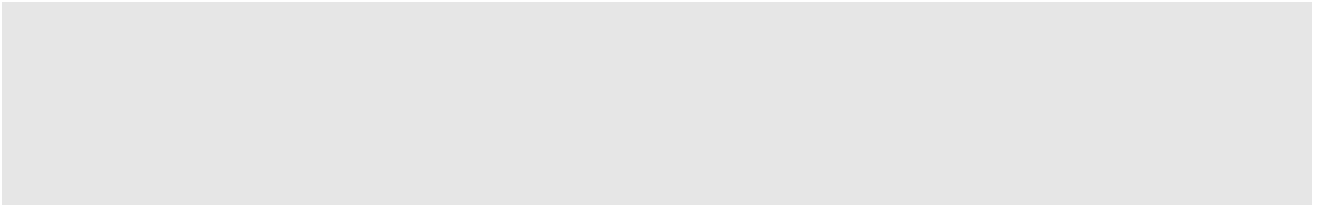
[Redacted area for reason for leaving]

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).

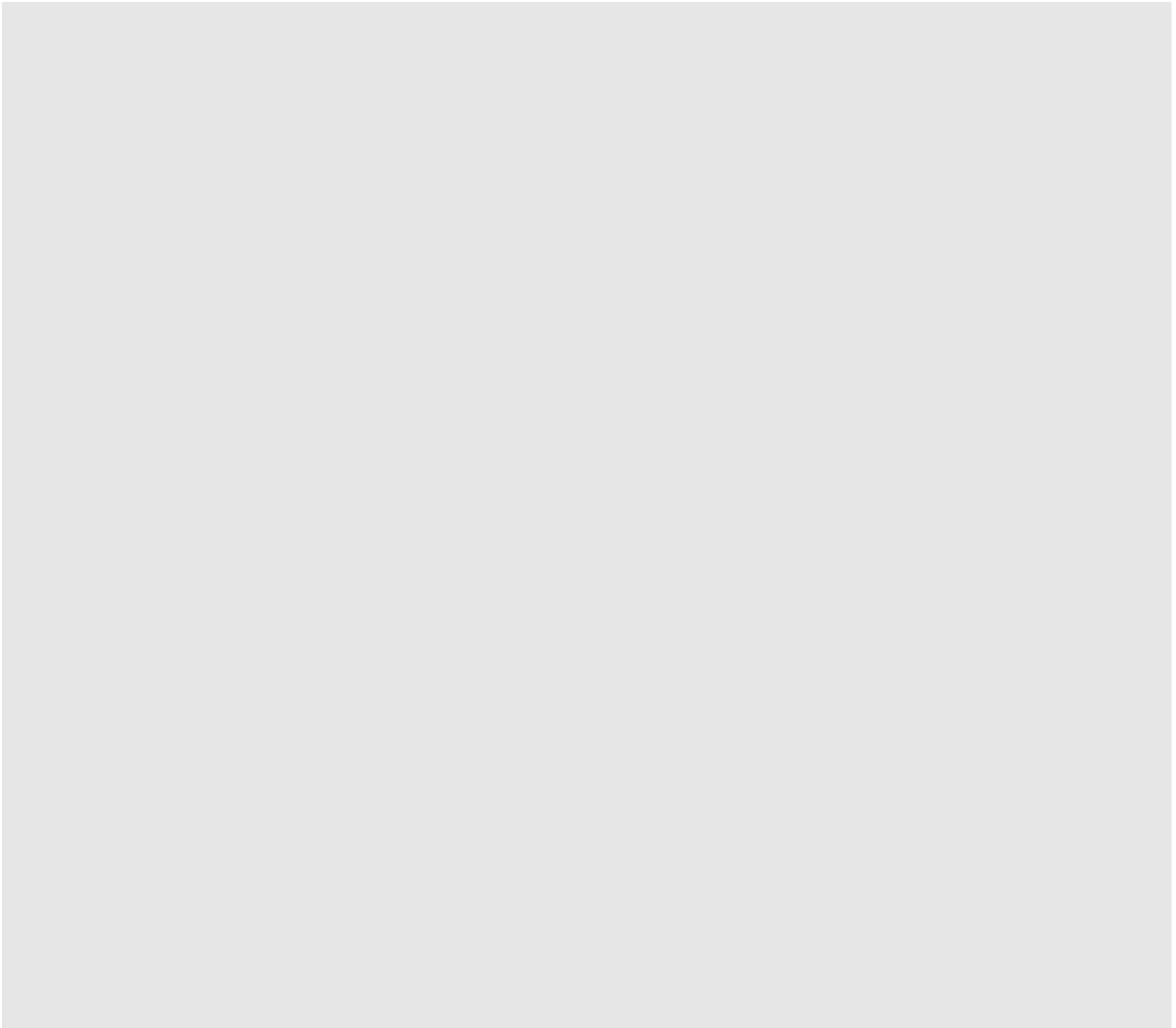
From:	To:	Employer/Organisation name and address:	Post:	Reason for leaving:

Please give details of other interests, including involvement in voluntary organizations, 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.



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 pre-school may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the pre-school.

Signature: Date:

Data Protection: Cottontails Pre-school will not share your personal data with third parties.

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

Cottontails Committee Chair, Cottontails Pre-school, Cotton Hall, Cambridge Road, Girton, Cambridge, CB3 0PN.



PRIVATE AND CONFIDENTIAL

DISCLOSURE OF CRIMINAL RECORD AND DISQUALIFICATION DECLARATION FOR EARLY YEARS SETTINGS

It is the setting's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, this role requires you to disclose all spent convictions and cautions **except** those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013). These are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

This position brings you into contact with children. By signing this form you confirm that you are not disqualified and, to the best of your knowledge, no one who lives or works in the same household as you is disqualified.

You will be required to inform your line manager immediately if you become disqualified or if you become aware that anyone who lives or works in your household becomes disqualified.

Full information about disqualification can be obtained at:

<http://www.legislation.gov.uk/ukxi/2009/1547/contents/made>

Spent and Unspent Convictions Cautions Warnings and Reprimands except those "protected"

Please complete this table entering "none" if applicable. Continue overleaf if necessary.

Offence	Date	Court	Sentence/Penalty

Pending Prosecutions

Please complete this table entering "none" if applicable. Continue overleaf if necessary.

Alleged Offence	Appearance Date	Court

Disqualification and Disqualification by association:

Are you disqualified from working with children? **Yes / No**

To the best of your knowledge, is anyone in your household disqualified from working with children? **Yes / No**

I certify that I have read and understood this form, and the information I have entered is true and complete. I understand that if I have failed to disclose or given false information then it may result in dismissal or, in the case of applying for a post, it will disqualify any offer of employment. In both circumstances, information may be referred to the police.

Name _____

Signature: _____

Date: _____

Full Name (please use capitals): _____

Please return this form in a sealed envelope to.. Emma Pell, Cottontails Pre-school Manager

If you are appointed, this form will be retained on your personal file for the duration of employment. If you are not appointed, it will be securely destroyed.