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|  | |  |  | | --- | --- | | Application for the post of: |  |      |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Closing Date: |  |  |  |  |  |     **Personal details**   |  |  |  |  | | --- | --- | --- | --- | | 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 or partners as referees.   |  |  | | --- | --- | | Name: |  |      |  |  | | --- | --- | | Position held and relationship: |  |      |  |  | | --- | --- | | Organisation name and address: |  |      |  |  | | --- | --- | | Telephone no: |  |      |  |  | | --- | --- | | Email address: |  |      |  |  |  |  | | --- | --- | --- | --- | | May we contact the referee before interview? | Yes | No |  |      |  |  | | --- | --- | | Name: |  |      |  |  | | --- | --- | | Position held and relationship: |  |      |  |  | | --- | --- | | Organisation name and address: |  |      |  |  | | --- | --- | | Telephone no: |  |      |  |  | | --- | --- | | Email address: |  |      |  |  |  |  | | --- | --- | --- | --- | | May we contact the referee before interview? | Yes | No |  |        |  |  |  | | --- | --- | --- | | Have you ever been convicted, cautioned or reprimanded for a criminal offence which may affect your suitability to work with children | Yes | No | | Are you on either of the 2 lists banning you from working with children or vulnerable adults imposed by the Independent Safeguarding  Authority? | 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?  (Please give the name of the newspaper/journal/website.)   |  | | --- | |  |     I consent for St Dominic’s Pre-School to hold the data in the equal opportunities section  of this form in their database and manual file.     |  |  |  |  | | --- | --- | --- | --- | | Signature of applicant: |  | Date: |  |     **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 started: |  |      |  |  |  |  | | --- | --- | --- | --- | | Until: |  | 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 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 |  |     **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 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 of applicant: |  | Date: |  |     Please return this application form in an A4 sized envelope marked ‘CONFIDENTIAL’ to:  St Dominic’s Preschool  Western Avenue  Woodley  Berkshire  RG5 3BH  Or Email to: manager@stdominicspreschool.co.uk |  |