



Chestnuts Pre-School

Regd. Charity 295756

"Nurturing and Learning through Play"
32 Chestnut Avenue, Wokingham RG41 3RS
Telephone: 0118 9890934

Email: contactus@chestnutspreschool.co.uk Website: www.chestnutspreschool.co.uk

Strictly Confidential – STAFF APPLICATION FORM

Application for the Post of:	
Post Reference Number:	
Where did you see this post advertised?	

PERSONAL DETAILS

Surname:	Title:
First Names:	Preferred Name:
Previous Surnames:	Telephone No. Home:
Address:	Mobile:
	Work:
Post Code:	E-mail:

SECONDARY AND FURTHER EDUCATION (most recent first, please include predicted grades where applicable)

Name of School/University/College	Subjects/Qualifications	Year completed	Grade achieved

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TRAINING AND QUALIFICATIONS

Give details of any other certificates with dates: Vocational training, Professional qualifications, membership of Professional Institutions.

Qualification	Date

EMPLOYMENT DETAILS – Current or Last Employment

Name and address of current/most recent Employer or college/school	Job Title:
	Start Date:
	Notice Required:
	Date of Leaving (if applic):
	Basic Salary:
	Allowances:

Please briefly outline your main duties and responsibilities or details of your studies if leaving education.

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Why do you wish to leave your present employment/why did you leave your last employment?

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EMPLOYMENT DETAILS – Previous Employment		
(Start with most recent employment first. If necessary continue at end of application form until all employment history is shown). Please also include any voluntary work or unpaid work experience if relevant and explain any breaks in employment from the conclusion of full -time education.		
Name of Previous Employer:		
Dates Employed From:	To:	Salary:
Brief details of duties and responsibilities:		
Reason for Leaving:		

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If there are any gaps in your employment or education history please explain them here:

IT SKILLS

Training will be provided where required. Information given here will help us to plan training schemes.

Microsoft Office

Please put a cross in the appropriate box.

	Basic	Competent	High
Word			
Excel			
Powerpoint			
Databases			

Email:

Others:

Project:

FURTHER INFORMATION

The information in this section plays an essential part in the selection procedure. It enables you to provide us with the additional information you consider relevant to your application. Please use this space below to detail how you meet the job requirements.

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be:

- Passed to relevant third parties for the selection and interview process.
- Sent to referees to release personal information in connection with the current vacancy.
- Used to confirm the facts contained in the application.
- Used in assessing your qualifications where necessary for this position.

Where you have not been successful in your application the information will be retained for a period of 6 months for monitoring purposes.

GENERAL INFORMATION	
Do you possess a current driving licence?	Yes / No
Do you have the daily use of a vehicle?	Yes / No
Do you require a work permit to work in the UK?	Yes / No
Are there any legal restrictions upon your employment in this country?	Yes / No
If yes to any of the above, please provide additional information.	

REFERENCES	
Please provide details of two referees to whom confidential enquiries will be made. They must have recent knowledge of your work or studies, one must be your current employer, or last employer if not currently employed. Referees must not be members of your family, or spouse/partner.	
Name, address and telephone number of person who will supply present or most recent reference.	Name, address and telephone number of person who will supply previous employer's or personal reference.
Name:	Name:
Address:	Address:
Tel No:	Tel No:
Fax No:	Fax No:
E-mail:	E-mail:
Job Title:	Job Title:

SUITABILITY TO WORK WITH CHILDREN

Please disclose any convictions, cautions, court orders, reprimands or warnings that may affect your suitability to work with children.

Information contained in this application form is personal data which is subject to the Data Protection Act 1998.

DECLARATION

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Printed Sign:.....

Date:.....

Please return this form to manager@chestnutspreschool.co.uk marked for the attention of Gemma Herridge
Or 'Chestnuts Preschool, 32 Chestnuts Avenue, Woosehill, Wokingham, Berkshire, RG41 3RS.