

# JOB APPLICATION FORM

## INTERNAL USE ONLY

Applicant Reference Number:

Please complete this form in black ink

Application for the post of:

Job reference no:

Closing date:

### Personal details

First Name:

Surname:

Address:

Home no:

Mobile no:

Work 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:

Organisation name and address:

Telephone no:

Email address:

May we contact the referee before interview? Yes  No  References are normally sought after interview

Name:

Position held and relationship:

Organisation name and address:

Telephone no:

Email address:

May we contact the referee before interview? Yes  No  References are normally sought after interview

## 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, 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 an interview or take up employment and require special arrangements please give details below:

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 2 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:

Is anyone else who lives in your household disqualified from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)? Yes  No

---

Do you need a work permit to work in the UK? Yes  No

National Insurance Number:

I consent to The Windmill Preschool holding 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):**

<b>Secondary Schools, Colleges, Universities</b>	<b>From</b>	<b>To</b>	<b>Brief details of course and qualifications taken</b>	<b>Grade</b>

**Study currently being undertaken:**

<b>Secondary Schools Colleges, Universities</b>	<b>From</b>	<b>To</b>	<b>Brief details of course and qualifications taken</b>	<b>Grade</b>

**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/wage:

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 criterion detailed on the person specification and provide examples of how you meet it.*

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

*I confirm that I have completed the Employee Disclosure and Barring Declaration and Consent Form.*

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: Pre-School Chair, The Windmill Preschool, c/o 12 Wedow Road, Thaxted, CM6 2JZ.



## Employee Disclosure and Barring Declaration and Consent Form

Full name:

Role:

The role you have applied for requires an enhanced Disclosure and Barring (DBS) 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 The Windmill Pre-School requires you subscribe to the DBS Update Service.

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 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 of any changes in my personal circumstances e.g. change of address, name etc.
- I give The Windmill Pre-School on-going 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 The Windmill Pre-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 The Windmill Pre-School with my date of birth and Certificate number to enable them to carry out the status checks.
- In the event a new certificate is required as there has been a change in status, I will present the original copy of the DBS certificate to The Windmill Pre-School.

Signature:

Date:

Please return this form with your completed application form in an A4 sized envelope marked 'CONFIDENTIAL' to: Pre-School Chair, The Windmill Preschool, c/o 12 Wedow Road, Thaxted, CM6 2JZ.