Job Application Form

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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 suitability for this post. For example your line manager at your current/last place of employment or someone who has known you for 12 months or longer. Please do not use relatives or partners as referees.

Name:			
Position held and	relationship to you:		
Organisation nam	ne and address:		
Telephone no:			
Email address:			
May we contact the	ne referee before interview?	Yes	No
Name:			
Position held and	relationship to you:		
Organisation nam	ne and address:		
Telephone no:			
Email address:			
May we contact th	ne 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 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 received less favourable treatment on the grounds of age, sex, race, colour, martial status, religion, ethnic origin, nationality or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for:				
	. (11)			
Name (forename(s) and s	surname in full):			
Date of birth:			Age:	
If you are invited to attend	d for interview or take u	p employment and rec	luire specia	l arrangements
please give details below:	:			
Disability:				
Do you consider yourself	to have a disability?		Yes	No
Condor				

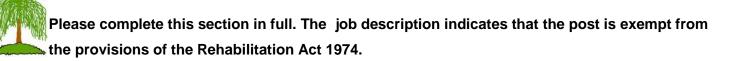
Gender:

Male Female

Ethnic Origin

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	
Chinese Other	White and Black Caribbean White and Black African	



Have you ever been convicted cautioned or reprimanded for a criminal offence?	Yes	No	
Are you on the List 99 disqualified from working with children or subject sanctions			
imposed by a regulatory body?	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?			

I consent to Willow Tree Pre-School holding the data in the equal opportunities section of this form in your database and manual file.

Signature of applicant:	Date:	

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Qualifications achieved (start with most recent):

Grade:	Brief details of course/qualifications undertaken:	To:	From:	Secondary Schools, Colleges, Universities

Study currently being undertaken:

Secondary Schools	From:	To:	Brief details of	Grade (if
Colleges, Universities			course/qualifications undertaken:	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	emplover:
	uuui 000 01	

Date started:		Until:		Notice required:	
lob Title:			Basic salary per	annum.	
JOD THE.			Dasic salary per		
Brief description	of duties:				
Deccen for loop	ing				
Reason for leav	ing:				
Job Title: Brief description Reason for leav			Basic salary per	annum:	

Other employment/career history starting with most recent:

Please give full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary).

From:	To:	Employer/Organisation	Post:	Reason for
		name and address:		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 these pages of the form please use A4 sized white paper.



DISABILITY OR HEALTH PROBLEMS DO NOT PRECLUDE FULL CONSIDERATION FOR THE JOB AND APPLICATIONS FROM DISABLED PERSONS ARE WELCOMED.

Please give number of sick days in the last 12 months:				
Please give number of separate occurrences if illness in last 12 months:				
Travel:				
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 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:			
Please return in an A4 sized envelope marked 'CONFIDENTIAL' to:					
Mrs Louise King – Pre-School Leader,					
Willow Tree Pre-School, The Green, Deanshanger, Milton Keynes, MK19 6HJ					
7 Page					