



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 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 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 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:

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

Ethnic Origin

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:



Please complete this section in full. The job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.

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:



INTERNAL USE ONLY

Applicant Reference Number:

Qualifications achieved (start with 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:

Date started: Until: Notice required:

Job Title: Basic salary per annum:

Brief description of duties:

Reason for leaving:

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 name and address:	Post:	Reason for leaving:



Please give details of other interests including involvement in voluntary organisations which you consider relevant:

[Empty grey box for providing details of other interests and voluntary involvement.]

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.

[Large empty grey box for providing details of experience and relevant skills.]



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

Health:

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