



## EMPLOYMENT APPLICATION FORM

Please complete this form legibly in black or blue ink and return it on or before the closing date specified in the advertisement. Late applications will not be considered. **ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED.** Curriculum vitae will not be accepted.

Please outline clearly how your qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary, but please name them. This application form will form the basis of any contract of employment.

Bledlow Pre-school will seek to ensure that all existing and potential employees are given equal opportunities. Bledlow Pre-school is committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements that cannot be justified.

### SAFEGUARDING STATEMENT

“ We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment ”.

### VACANCY DETAILS

Position applied for: \_\_\_\_\_

How did you hear about this vacancy? \_\_\_\_\_

### 1. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forename(s):	Telephone number (Mobile):
Dr/Mr/Mrs/Ms:	Telephone number (Work):
Address:	Email address:
Postcode:	



**ELIGIBILITY TO WORK IN THE UK**

Do you have permission to work in the UK?    Yes        No   

National Insurance number    

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**2. EDUCATION**

Name of School/College/ University/ Awarding Body	Type of School/ Establishment (secondary, sixth form, University)	Qualifications (If shortlisted you will be required to provide proof of any relevant qualifications)	Grade/ Level

Please continue on a separate sheet if necessary.



### 3. OTHER TRAINING/SHORT COURSES

Dates	Course title and duration

### 4. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute/ Organisation	Grade Of Membership (Where appropriate)



**5. EMPLOYMENT RECORD** . Please list chronologically, starting with current or last employer. Please continue on a separate sheet if necessary.

Employers name and address (most recent first)	Job title and brief description of duties	Date from/to	Reason for leaving



## 6. SUPPORTING STATEMENT

Please use the space below to tell us how you feel you meet the criteria outlined in the **Person Specification**. Please set out your statement as follows:

In the order that each Criteria Point appears on the Person Specification, please give details of any relevant skills experience or training that you have. At the beginning of each paragraph you should indicate whether you feel you meet the Criteria by stating yes or no.

EXAMPLE:

Essential Criteria Item 1 = Early years qualification.

Your response might be:

1) Yes, I hold a Level 3 Early Years qualification.

Next, using the same format please provide details on how you think you meet the Desirable Criteria of the Person Specification.

Finally, in a separate paragraph headed "Additional Information", please include any other details that you feel are relevant to your application.

Please complete each section as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process.

If additional space is required, please continue on a separate sheet, making it clear which Criteria on the Person Specification it relates to.



## 5. REFEREES

Please give the names and addresses of two referees to whom confidential enquiries may be made – one of whom must be your current employer (or if not currently employed, your last employer). If you have been with your employer for less than 3 years, you should also give your previous employer as a referee.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Email address:	Email address:
Capacity in which known to you:	Capacity in which known to you:
May we contact this referee (please delete as appropriate)	May we contact this referee (please delete as appropriate)
Yes      No	Yes      No

If you are selected for interview we will contact your referees. *If you do not wish us to contact one or both of the referees before the interview, please specify.*

Information to be sought from your referees will (as appropriate) include the length of time they have known you, your duties and reasons for leaving their employment, the number of days of sickness absence (not reasons), details of any disciplinary action taken against you, your skills/abilities, work relationships and attitudes, strengths and areas for development and your suitability for access to children. Referees will be asked if the applicant has been the subject of any safeguarding concerns.



## 7. REHABILITATION OF OFFENDERS ACT 1974 (as amended)

1	Have you ever been convicted of a criminal offence which under the Act is NOT spent? If yes, you need to supply details (in a separate letter attached to this form)	YES	NO
	Is the post "exempted" under the act?	YES	NO
	If yes to question 1, please supply details of all convictions whether spent or not (in a separate letter attached to this form). Bledlow Pre-school is entitled to check this with the Disclosure & Barring Service.		

Bledlow Pre-school is positive about disability and encourages applications from disabled people.

If you consider that the provisions of the Disability Discrimination Act 1995 apply to you, please tick the box

If you require assistance at any stage of the employment application process please contact Bledlow Pre-school, or provide details here

## 8. General Data Protection Regulation

In order to manage your application and for related purposes, such as a contract of employment, updating and enhancing our records, analysis for management purposes and statutory returns, legal and regulatory compliance and crime prevention, you have supplied us with your personal data and we can therefore process, use and disclose personal data about you as is necessary in compliance with data protection legislation. Some data may be supplied to external suppliers who *administer employee benefits, solely for the purpose of providing those benefits to you.*

*The Preschool may make such information available to those who provide products or services to the Preschool (such as advisers and payroll administrators), regulatory*



authorities, potential or future employers, governmental or quasi-governmental organisations.

The Preschool expects you to inform the appropriate personnel of changes to your personal data in a timely manner.

### **9.SAFEGUARDING**

Bledlow Pre-school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

### **10.VERIFICATION OF INFORMATION**

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. I confirm that I have not been barred from working with children or any other vulnerable groups.

Any offer of employment is subject to receipt of satisfactory references, medical assessment and Disability Barring Service (DBS) checks, where applicable.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

***Please return this application form to:***

***The Practice Manager***

***Bledlow Preschool, Bledlow Village Hall***

***Chinnor Road***

***Bledlow***

***Bucks***

***HP27 9QT***

Or by email: [recruitment@bledlowpreschool.com](mailto:recruitment@bledlowpreschool.com)

Thank you for your application.