

Little Pippins Pre-School, Freeman Orchard, Between 4&6 Gaveston Road, Harwell , Didcot, OX11 0HP.

Tel: 01235 821741 email: recruitment@littlepippins.org.uk

Little Pippins A Company Limited by Guarantee with Charitable Status. Registered Charity No. 1105994.

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# Confidential Application Form

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| Application for the post of:  Closing Date:  Today’s Date: |

**Personal Details**

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| --- | --- |
| First Name: | Surname: |
| Previous name(s) |  |
| Address:  Post Code: | |
| Home Telephone No: | Mobile No: |
| Work No:  Can we call you at work? Y/N | Own transport: Y/N |
| E-mail Address: | N.I. Number: |
| Notice Period required: | Possible Start Date: |
| Are you related to any elected member of the management/governing body/executive officer of this organisation?  If Yes, please give the name of the member/officer | Yes  No  Don’t know  Name: |

**References**

Please give the names and contact details of at least two referees who can verify or confirm your employment record. One must be your current or most recent employer. (**Note:** if you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend).

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| --- | --- |
| Name: | Position |
| In what capacity do you know the referee? |  |
| Name of organisation:  Address: | |
| Tel No: |  |
| E-mail address: | |

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| --- | --- |
| Name: | Position |
| In what capacity do you know the referee? |  |
| Name of organisation:  Address: | |
| Tel No: |  |
| E-mail address: | |

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| May we contact the referee before interview? Yes/No  Additional details: |

**Qualifications**

Please give details of secondary and further education including any A levels or equivalent vocational courses.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary Schools, Colleges, Universities | From | To | School/college/other institution | Qualification obtained and grade/level |
|  |  |  |  |  |

Please continue on an additional sheet if required.

Please give details of any higher education and equivalent courses.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School, College, University | From | To | Qualification | Name of awarding body |
|  |  |  |  |  |

Please give details of any other professional or vocational training and qualifications you hold that are relevant to your application.

|  |  |  |
| --- | --- | --- |
| Dates obtained | Qualification description obtained and grade/level | Name of awarding body |
|  |  |  |

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| Professional or other qualifications, apprenticeships, memberships of professional organisations: |

**Employment History**

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

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| --- | --- |
| Present employment |  |
| Job title:  Employed from and to: | Employer:  Address:  Reason for leaving: |

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| Please give a brief description of current duties, responsibilities and achievements. |

**Previous employment continued**

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| --- | --- | --- | --- | --- |
| Dates  From | Dates  To | Name of employer | Job title and main responsibilities | Reason for leaving |
|  |  |  |  |  |

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|  | If there are any gaps in your employment or education history, please explain them here. | | | |
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| **IT Skills**  Training will be provided where required. Information given here will help us to plan training schemes. | | | | |
| Microsoft office | | | | |
| **Level -** | | **Basic** | **Competent** | **High** |
| Word | |  |  |  |
| Excel | |  |  |  |
| E-mail | |  |  |  |
| Tapestry | |  |  |  |
| Powerpoint | |  |  |  |
| Others | |  |  |  |

**Personal statement**

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 of the criteria detailed on the person specification and provide examples of how you meet these.

Please continue on additional A4 sheets and attach if required.

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**Travel**

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| Do you have independent means of travel or access to public transport? |

**Warnings and Disciplinary Issues**

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| --- | --- | --- | --- |
| Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable) | | | Yes  / No |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? | | | Yes  / No |
| If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. | | | |
| I have attached details requested | | | Yes  / No |
| **Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.** | | | |
| Reason for warning | Date | Name/address of employer | |
|  |  |  | |

**Personal Declarations**

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| The position for which you are applying involves contact with children and is exempt from the provisions of the Rehabilitation Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  Have you ever been convicted, cautioned or reprimanded for a criminal offence?  Yes/ No  Are you on either of the two 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 on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’.  I understand that if my application is successful I will be required to obtain a DBS disclosure at the appropriate level. |

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| Do you need a permit to work in the UK? Yes/No  National Insurance number: ……………………………………………… |

**Declaration – please read carefully**

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| For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received by or on behalf of Little Pippins Pre-school relating to the subject matter of this form being processed by them in administering the recruitment process.  I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulartory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution. |
| Signed:  Date:  All candidates applying by for employment via e-mail will be required to sign and date this form if invited to attend an 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 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, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Please help us achieve our main aim by completing the following questions:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position applied for: | | |  | | | | | | | |
|  | | | | | | | | | | |
| Name (forenames and surname in full): | | |  | | | | | | | |
|  | | | | | | | | | | |
| Date of birth: |  | | | Age: | |  | | | | |
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| If you are invited to attend an interview or take up employment and require special arrangements please give details below: | | | | | | | | | | |
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| 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** | | | **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 African |  |  | | | | |  | |
|  | |  |  |  |  | | | | |  | |
|  | |  | White and Black Asian |  |  | | | | |  | |
|  | | | | | | | | | | | |
| Other please state: | | | | | | | | | | | |