



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

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

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

## Confidential Application Form

Application for the post of: **Pre-school Manager**

Closing Date: **21<sup>st</sup> March 2022**

Today's Date:

### Personal Details

First Name:	Surname:
Previous name(s)	
Address:	
Post Code:	
Home Telephone No:	Mobile No:
Work No:	Can we call you at work? Y/N
E-mail Address:	
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:
How did you find out about this vacancy?	

## 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).

Name:	Position
In what capacity do you know the referee?	
Name of organisation:	
Address:	
Tel No:	
E-mail address:	
May we contact the referee before interview? Y / N	

Name:	Position
In what capacity do you know the referee?	
Name of organisation:	
Address:	
Tel No:	
E-mail address:	
May we contact the referee before interview? Y / N	

## Qualifications

Qualifications achieved (start with the most recent)

Secondary Schools, Colleges, Universities	From	To	Brief detail of course and qualifications taken	Grade/level achieved

Please continue on an additional sheet if required.

Study currently being undertaken:.

School, College, University	From	To	Brief detail of course and qualification taken	Grade/level achieved

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

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.

Current or most recent employment	
Job title:	Employers name and address:
Employed from and to:	
Notice required:	Reason for leaving:

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

**Previous employment starting with the most recent**

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

Dates:	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.

	Basic	Competent	High
Word			
Excel			
E-mail			
Tapestry			
Powerpoint			
Others			

## Personal statement

Having read the job description and person specification, please state how your interests, experience and achievements (including involvement in voluntary organisations) 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.

## Travel

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

## Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable)		Yes <input type="checkbox"/> / No <input type="checkbox"/>
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 <input type="checkbox"/> / No <input type="checkbox"/>
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 <input type="checkbox"/> / No <input type="checkbox"/>
<b>Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.</b>		
Reason for warning	Date	Name/address of employer

## Personal Declarations

<p>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.</p> <p>Have you ever been convicted, cautioned or reprimanded for a criminal offence? Yes/ No</p> <p>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</p> <p>If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.</p> <p>I understand that if my application is successful I will be required to obtain a DBS disclosure at the appropriate level.</p>
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Do you need a permit to work in the UK?	Yes/No
National Insurance number: .....	

**Declaration – please read carefully**

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 for the purpose of employment with the setting.

Any of the above particulars may be subject to verification. 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 form is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.

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.

Please return your completed application form by email to :  
[recruitment@littlepippins.org.uk](mailto:recruitment@littlepippins.org.uk)

Or post/deliver to:

Committee Chair  
Little Pippins Pre-school  
Freeman Orchard  
Gaveston Road  
Harwell  
Didcot  
OX11 0HP

