

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.

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# Confidential Application Form

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| Application for the post of: **Pre-school Manager**  Closing Date: **6th April 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 |
|  |  |  |

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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.

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

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

**Previous employment starting with the most recent**

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

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| 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.

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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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| 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, discipinary 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:office@littlepippins.org.uk)

Or post/deliver to:

Committee Chair

Little Pippins Pre-school

Freeman Orchard

Gaveston Road

Harwell

Didcot

OX11 0HP

**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: | |  | | | | |
|  | | | | | | | | | | |
| If you are invited to attend an interview or take up employment and require special arrangements please give details below: | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| 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** | **Other** | | | | | | | |
|  | | | | | | | | | | | |
| Chinese | |  | White and Black Caribbean |  | Please state: | | | | |  | |
|  | |  |  |  |  | | | | |  | |
| Chinese other | |  | White and Black African |  |  | | | | |  | |
|  | |  |  |  |  | | | | |  | |
|  | |  | White and Black Asian |  |  | | | | |  | |
|  | | | | | | | | | | | |
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| I consent to Little Pippins Pre-school holding the data in the equal opportunities section in paper files  Signature of applicant : Date: | | | | | | | | | | | |