



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 Practitioner (Level 3)

Closing Date:

Today's Date:

Personal Details

| | |
|--|--------------------------------------|
| First Name: | Surname: |
| Previous name(s) | |
| Address: | |
| Post Code: | |
| Home Telephone No: | Mobile No: |
| Work No: | 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 comment on your suitability for this position. One should 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: | |

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

Please note we will contact these referees if you are short-listed for this post and seek reference before interview. Also, in relation to work with children, we will seek information about past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the Office Manager on 01235 821741.

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 qualifications you hold that are relevant to your application.

| Dates obtained | Qualifications 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.

| Present employment | |
|--------------------|--------------|
| Job title: | Employer: |
| | Address: |
| Employed from: | Employed to: |

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

Previous employment continued

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

| | |
|--|---|
| | <p>If there are any gaps in your employment or education history, please explain them here.</p> |
|--|---|

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 | | | |
| Project | | | |
| Powerpoint | | | |
| Databases | | | |
| Others | | | |

Personal statement

Using the specification sent with your application pack, please demonstrate using examples your suitability for the position you are applying for. Please include reasons for applying and interest in this position.

Please continue on additional sheets if required.

Travel

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

For persons who are not British or EU nationals

If you have any conditions related to your employment please give full details:

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"/> |
| 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

| |
|---|
| <p>The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders 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 of any offence or bound-over or given a caution?</p> <p>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> |
|---|

Intentionally left blank, please continue to declaration on next page.

Declaration – please read carefully

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 regulatory 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.