



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

Tel: 01235 821741 email: chair@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: Deputy Manager

Closing Date: 26<sup>th</sup> April 2024

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:
National Insurance Number	
Do you need a permit to work in the UK	Yes / No

## 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.

<b>Current or most recent employment</b>	
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.
--------	--

## 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 sheets and attach if required.

## Travel

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

**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.

I understand that the role I have applied for involves contact with children, and if selected for interview I will be required to complete a self-disclosure questionnaire and undergo the relevant vetting and barring checks.

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 : [chair@littlepippins.org.uk](mailto:chair@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):

<b>White</b>	<b>Black</b>	<b>Asian</b>	
White British <input type="checkbox"/>	Black British <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	<input type="checkbox"/>
White Irish <input type="checkbox"/>	Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	<input type="checkbox"/>
White other <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	<input type="checkbox"/>
	Black other <input type="checkbox"/>	Asian other <input type="checkbox"/>	<input type="checkbox"/>
<b>Chinese</b>	<b>Mixed</b>	<b>Other</b>	
Chinese <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Please state: <input type="checkbox"/>	
Chinese other <input type="checkbox"/>	White and Black African <input type="checkbox"/>	<input type="checkbox"/>	
	White and Black Asian <input type="checkbox"/>	<input type="checkbox"/>	

I consent to Little Pippins Pre-school holding the data in the equal opportunities section in paper files

Signature of applicant :

Date: