

application form

CONFIDENTIAL WHEN COMPLETE

BROADWAY & TOWERVIEW PLAYSCHOOL

Job Title

Job Reference

Applicants name

Thank you for requesting an application form for the above vacancy. We will use this form to help decide your suitability for the job so please make sure that it is accurate and complete. You should complete all sections in black ink or typeface to assist with photocopying the form. Please do not send any curriculum vitae or testimonials unless asked to do so.

Please return your completed form no later than the closing date to the address shown below. Late applications may not be considered.

**Broadway & Towerview Playschool,
within Apple Vale Children's centre,
Leamington Road,
BROADWAY,
WR127BD.**

Closing date = 20th Feb 2015

1 Personal Details

Surname/Family Name:

Preferred form of address e.g. Mr. Mrs. etc.

Forename(s)

Date of Birth:

Home Telephone:

Mobile Telephone:

E-Mail:

NI Number:

Address:

Postcode:

2 Education, Training and Qualifications

Please give brief details of all training and other courses you have undertaken which are relevant to this post

Name of School/College/ University attended	From-To	Qualifications including grades	Date obtained
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1 Schools (after age 11)

Name of School/College/ University attended	From-To	Qualifications including grades	Date obtained

2 Further or higher education (Full and Part-time)

Name of School/College/ University attended	From-To	Qualifications including grades	Date obtained

3 Professional or other courses including training courses attended, DPP, NVQs, Cache awards . etc.

	Duration	Name of any qualification awarded and date

4 Current membership of professional organisations

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5 Driving Qualifications

Do you hold a current, valid full driving licence? Please describe eg Car/LGV/PCV	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you own a car?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have access to one?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please include any previous experience either paid, unpaid or voluntary starting with the most recent

3a Current

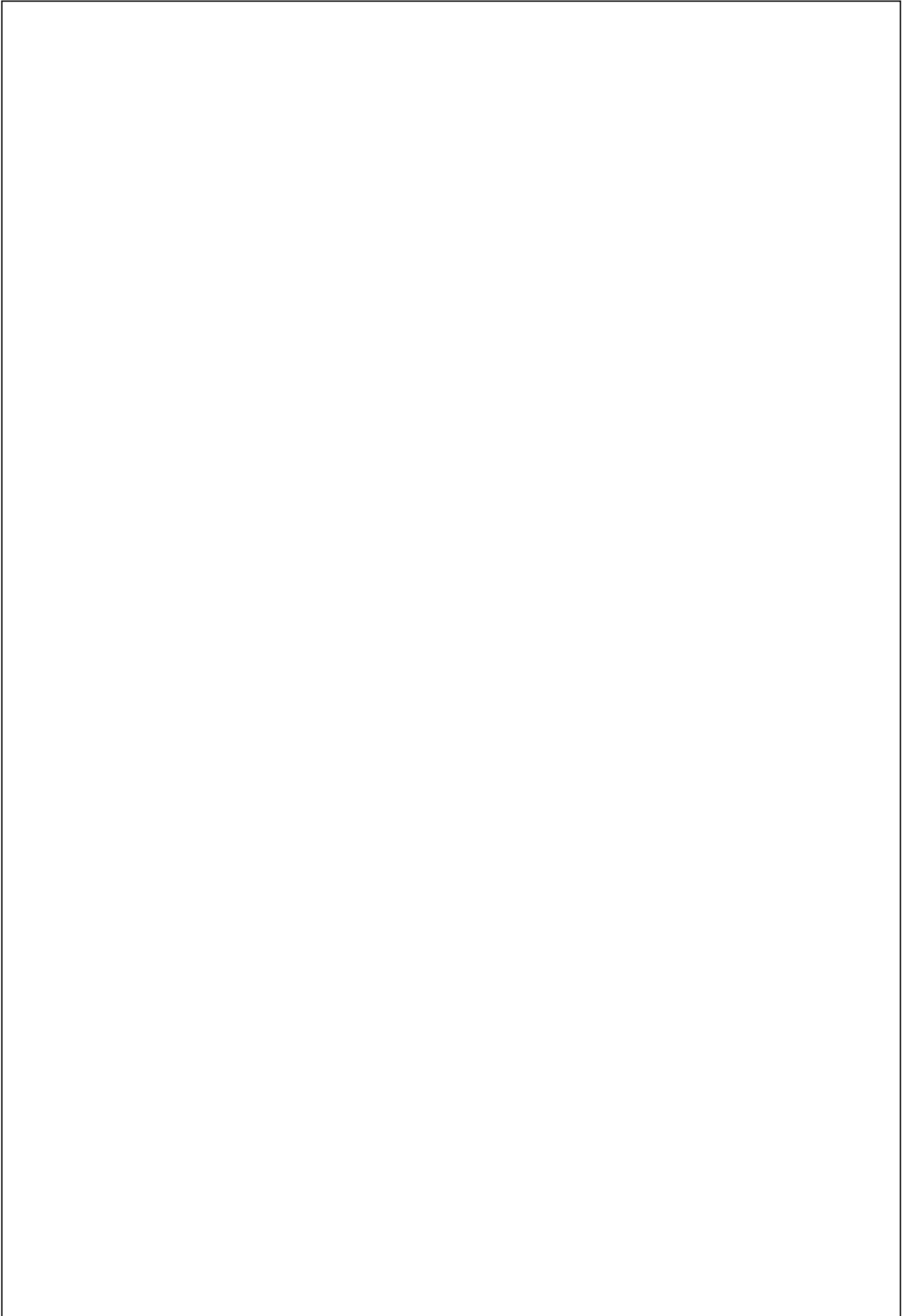
Employer's name and address including work base address if different	Position Held	Present Salary	Date Finished (if appropriate)	Period of Notice
	Duties			

3b Previous

Employer/Organisations (most recent first)	Position held and brief description of duties/responsibilities	Dates Months/Year From - To		Reasons for leaving and final salary

4 Additional Information

Please explain how your skills, abilities, experience and achievements to date (including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the person specification.



5 Convictions/Disqualifications

Please give details and dates of any criminal convictions or driving offences.

EXPLANATORY NOTE

As this post involves working with children in a position of trust and meets 'Regulated Activity', it is therefore exempt from the Rehabilitation of Offenders Act 1974 and is subject to an Enhanced disclosure by the Disclosure and Barring Service (DBS) This will include a check on the barred list for children. You must disclose details of all unspent and unfiltered reprimands, formal warnings, cautions and convictions. Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment but failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

Yes

No

If yes, please give details in a sealed envelope and enclose with this form.

<https://www.gov.uk/government/publications/dbs-filtering-guidance> gives full details of the filtering rules and a list of offences which will never be filtered

Driving Offences

I have the following number of penalty points on my driving licence _____

6. Disability

The Equality Act (2010) defines a disabled person as someone with a 'physical or mental impairment, which has a substantial and long-term(over 12 months) adverse effect on his/her ability to carry out normal day-to-day activities'.

Do you consider yourself to have such a disability?

Yes

No

If you have answered yes, please give details of any particular arrangements or adjustments you may need.....

b. Work in other capacities?

If offered this position, will you continue to work in any other capacity?

Yes

No

If yes please give brief details.....

c. Right to work in the UK

Do you have the legal right to work in the UK?

Yes

No

You will be required to provide evidence of your identity and legal right to work in the UK at interview or induction. Offers of employment will be conditional based on satisfactory evidence being provided.

d. Childcare (Disqualification) Regulations 2009

These regulations state the persons living or working on premises where a disqualified person lives or works will also be disqualified from working with children. The Childcare Act 2006 also prohibits the employment of anyone to whom this applies.

Do you live or work on premises where a known disqualified person lives or works?

Yes

No

7 References

Please give details of two people, one of which should normally be your current line manager, who are able and willing to comment on your suitability for this job.

Name:	<input type="text"/>	Name:	<input type="text"/>		
Address:	<input type="text"/>	Address:	<input type="text"/>		
Telephone number:	<input type="text"/>	Telephone number:	<input type="text"/>		
Relationship to you e.g. Manager, colleague etc:	<input type="text"/>	Relationship to you e.g. Manager, colleague etc:	<input type="text"/>		
Do you wish to be consulted before this referee is approached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you wish to be consulted before this referee is approached	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7 Declaration

I confirm that I have read the information given to me about this job and that I do not have any physical or medical impairment, which, without reasonable adjustment would prevent me from carrying out the duties of this job. I declare that all the information given in this application is correct and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn or any contract of employment may be terminated.

I also consent to the council recording and processing the information detailed in this application form. I understand that this information may be used by the Playschool in pursuance of its business purposes and my consent is conditional upon the Playschool complying with their obligations under the Data Protection Act 1998.

Signature:

Date: