**OFFICE USE ONLY**

Received:

Interviewed:

Recruitment Decision:

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**Our Lady of Pity Preschool**

**Greasby**

**Staff Application Form**

**Please comeplete and return by email to** **management@ourladyofpitypreschool.co.uk** **or post to**

**Mrs Kendrick, Our Lady of Pity Preschool, Rigby Drive, Greasby. Wirral. CH49 1RE.**

**PERSONAL INFORMATION**

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| --- | --- |
| **POSITION APPLIED FOR** |  |
| **FORENAME** |  |
| **SURNAME** |  |
| **PREFERED TITLE (Miss, Mrs, Ms, Mr, etc)** |  |

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| --- |
| **ADDRESS** |
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| --- | --- | --- |
| **MOBILE TELEPHONE NUMBER** | **HOME TELEPHONE NUMBER** | **NATIONAL INSURANCE NUMBER** |
|  |  |  |

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| --- | --- |
| **EMAIL** |  |

**EDUCATION**

**Please provide details of your formal education**

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| **COLLEGE/UNIVERSITY** | **FROM** | **TO** | **QUALIFICATIONS** |
|  |  |  |  |
| **SECONDARY** | **FROM** | **TO** | **QUALIFICATIONS** |
|  |  |  |  |

**TRAINING**

**Please list any relevant training courses that you have attended**

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| **COURSE TITLE** | **DATE ATTENDED** |
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**OTHER SKILS**

**Please list any additional skills you fell may support your application (language, hobbies etc)**

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**EMPLOYMENT HISTORY**

**Starting with your most recent employer, please provide details of your employment history.**

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| --- | --- | --- |
| **DATES FROM** | **TO** | **JOB TITLE** |
|  |  |  |
| **NAME AND ADDRESS OF EMPLOYER** |
|  |
| **CURRENT SALARY** | **REASON FOR LEAVING** |
|  |  |

**Please outline the roles and responsibilities in your current role (or most recent role)**

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| --- | --- | --- |
| **DATES FROM** | **TO** | **JOB TITLE** |
|  |  |  |
| **NAME AND ADDRESS OF EMPLOYER** |
|  |
| **CURRENT SALARY** | **REASON FOR LEAVING** |
|  |  |

**Continue on an additional sheet if necessary.**

**Please use this space to detail reasons for gaps in your employment history.**

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**WORKING IN CHILDCARE**

**Please use additional sheets if necessary.**

**What interests you most about working in childcare?**

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**What strengths do you feel you will bring to the role?**

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**What attracted you to apply for a position at Our Lady of Pity Preschool?**

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**GENERAL INFORMATION**

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| **Do you require a permit to work?****If yes, please provide a copy of this permit with your application.****Notice required for current employer?****Where did you hear about this vacancy?** |

**REFERENCES**

**Please provide details for two professional references. One must be from your current or most recent employer.**

|  |  |
| --- | --- |
| **Name****Position****Address****Telephone Number****E-mail****Capacity in which know to you:****Can we contact this referee? YES /NO** | **Name****Position****Address****Telephone Number****E-mail****Capacity in which know to you:****Can we contact this referee? YES / NO** |

**If you are selected for interview we will contact your referees. If you do not wish us to contact one or both of the referees before the interview, please specify.**

**Information to be sought from your referees will (as appropriate) include the length of time they have known you, your duties and reasons for leaving, the number of days of sickness absence (not reasons), details of any disciplinary action, your skills/abilities, work relationships and attitudes, strengths and areas for development and your suitability for access to children.**

**DECLARATION OF SUITABILITY**

**The post for which you have applied for involves working with children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required by law to declare any convictions or cautions you may have, including those that would otherwise be regarded as ‘spent’ under this Act. The information that you provide will be treated in the strictest confidence.**

**Please answer the following questions and sign the declaration below to demonstrate that you are safe to work with children.**

|  |  |
| --- | --- |
| **Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence? Including those that would normally be considered ‘spent’?****Are you ‘Disqualified from Caring for Children’: (to include)*** **Have you committed any offences against a child?**
* **Have you committed any offences against an adult (rape, murder, actual bodily harm, indecent assault, etc)?**
* **Have you been barred from working with children?**
* **Are you living with in the same household as someone who has been disqualified from working with children under the Childcare Act 2006?**
* **Are you living with someone who has been barred from working with children (DBS)?**
* **Have your own children been taken into care?**
* **Have/are your own children the subject of a child protection order?**
* **Has your name been placed on the DBS barring list?**
 | **YES / NO****YES / NO****YES / NO****YES / NO****YES / NO****YES / NO****YES / NO****YES / NO****YES / NO****YES / NO** |

**If you have answered YES to any of these questions, please provide further information on an additional sheet.**

**DISCLOSURE AND BARRING**

**All successful applicants will be subject to an enhanced DBS disclosure. The Disclosure and Barring Service (DBS) helps employers make a safer recruitment decision. It also prevents unsuitable people from working with vulnerable groups, including children through its criminal records checking and barring functions.**

**If you are already signed up to the DBS Update Service and are happy for us to check your DBS before interview, please provide the details below.**

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**Our Lady of Pity Preschool is positive about disability and encourages applications from disabled people.**

**If you consider that the provisions of the Disability Discrimination Act 1995 apply to you, please tick the box.**

**If you require assistance at any stage of the process please contact Our Lady of Pity Preschool, or provide details.**

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**DATA PROTECTION LEGISLATION**

**The information you have provided will be held in compliance with the Data Protection Act 1998.**

**You are deemed to have given consent for Our Lady of Pity Preschool to seek verification of any information you have given in this application.**

**VERIFICATION OF INFORMATION**

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| **I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete, and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory references and Criminal Records Bureau checks.****Signature: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_** |