

# Job Application Form

Please complete this form in black ink. All questions must be answered in the boxes provided.

**Post:** \_\_\_\_\_ **Closing Date:** \_\_\_\_\_

First name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work/Mobile: \_\_\_\_\_

Can we ring you at work? **YES/NO** E-mail Address: \_\_\_\_\_

Please give the names and full addresses of two people who would be willing to supply a reference about you including your most recent employer (or teacher/tutor, where appropriate), who have known you during the past three years. Please also state in what capacity they know you.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Capacity: \_\_\_\_\_ Capacity: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_

**YES/NO YES/NO**

Please indicate whether your referees can be approached now. References are normally sought after interview.

**Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.**

Have you ever been convicted, cautioned or reprimanded for a criminal offence? **YES/NO**

If **YES**, please give details and date(s) in the space provided below:

<b>Are you or anyone else who lives in your household disqualified from working with children or vulnerable adults?</b>	Yes	No	
If yes, please give details:			

**Entitlement to work in the UK**

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport etc). **Do not send these now**

Do you need a work permit to work in the UK? **YES/NO** National Insurance Number:

Do you consider yourself to have a disability or long term illness which may affect your ability to carry the job role effectively?

Yes

No

If yes, please give details:

**How did you find out about this vacancy?**

(please give the name of the newspaper//website)

**Education qualifications**

Secondary education (CSE,GCE,GCSE,RSA, A Levels etc.) start with most recent:

Examination	Level	Subject(s)	Grade	Date of exam

Further & Higher Education (Degree, Diploma, BTEC, City & guilds, NVQ etc)

Institution	Dates	Full time	Part time	Subject	Pass Level or Grade

## Qualifications and Training

Other relevant qualifications including membership of professional bodies

Relevant training and personal development (State who provided training, duration and dates)

*Examples could include: short courses, skills training, external awards/activities etc.*

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Do you have a driving licence? **YES/NO**

Do you have reasonable access to public transport? **YES/NO**

Do you have access to a vehicle? **YES/NO**

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### Employment:

Current/most recent employer:

Address:

Post Code:

Date Started:

Until:

Notice required:

Job Title:

Basic salary per annum:

Brief Description of Duties:

Reason for leaving:

**Other employment/career history starting with most recent:**

For posts which involve working with children, please give full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary).

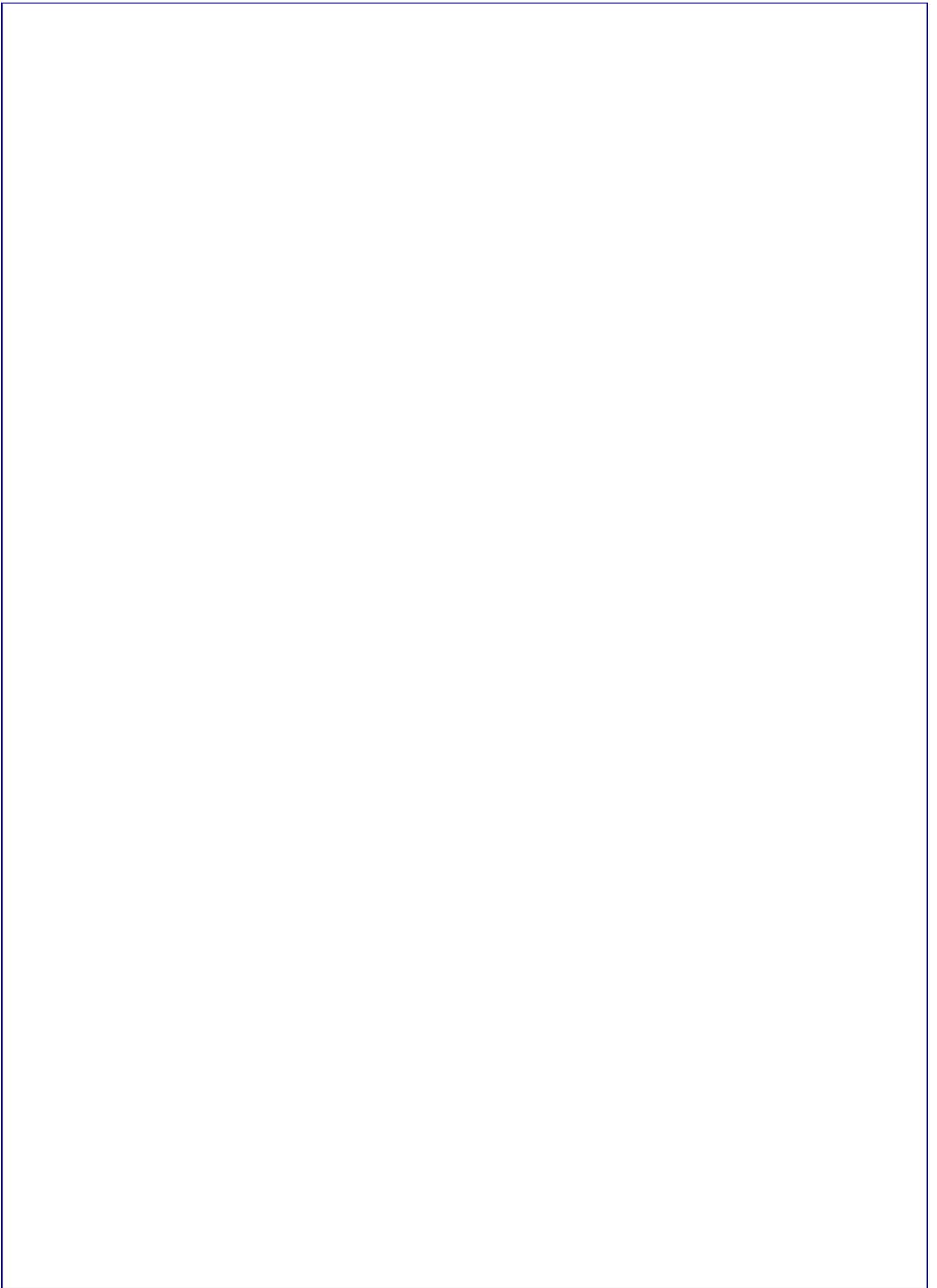
From:	To:	Employer: Name and Address:	Post:	Reason for Leaving:

**Please give details of other interests, including involvement in voluntary organisations which you consider relevant:**

**Experience/Relevant Skills**

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criteria detailed on the person specification and provide examples of how you meet these.

If you need to continue beyond these pages of the form please use A4 size white paper.



**Do you have any relationship (i.e. family, friends) with anyone currently working for the Pre School? Yes / No**

If yes, please provide details below:

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**Declaration**

Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a 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 contact of employment.

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Signature:

Date:

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Please return in an A4 sized envelope marked 'CONFIDENTIAL'; to:

Little Acorns Pre School  
140 Sidegate Lane  
Ipswich  
Suffolk  
IP4 4JD