

29 Safer Recruitment – Appendix 2: Application Form



Application for Employment

DATA PROTECTION

This information is being collected for use in recruitment and selection procedures. When you complete this document you are giving your consent for the employer to hold and use personal information for these purposes and for it to become as part of your personal file if you are appointed.

Posts where the applicant will be working with children are subject to the requirements of the Early Year Foundation Stage which includes Safeguarding children procedures. Successful candidates will need to apply for a DBS (Disclosure and barring services) check.

PERSONAL DETAILS

Today's Date			
Position applied for			
Full Name			
Current Address			
Home Tel No			
Mobile No.			
Email Address			
National Insurance Number			
Is there any time you are unavailable to interview?			
If successful when could you start?			
Do you hold a current driving licence?	Yes / No	Do you own/have use of a car?	Yes / No
Where did you hear about the vacancy?			
General – Please use this section for any other relevant information	e.g. Date of last DBS check		
Hobbies and Interests			

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EDUCATION AND TRAINING

School, College, University etc.	From	To	Qualifications & Grades obtained

Other relevant training & courses attended	From	To	Qualifications & grades obtained

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RELEVANT EXPERIENCE

Please use the space below (and additional sheets if necessary) to explain why you are applying for this job and how your experience, personal qualities, work with voluntary organisations and skills help to make you a suitable candidate. Use the job description and person specification as a reference.

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EMPLOYMENT

Current or Last employer

Name and Address	Job Title
	Dates employed
	From: _____ To: _____
	Present Salary

Reason for leaving/wishing to leave
Brief outline of duties

Previous employment/experience (most recent first)				
From	To	Employers name and address	Job title and duties	Reason for leaving

<p>Do you have any health conditions that could affect your ability to walk, balance, bend, kneel or lift a child? Yes / No <i>(delete as applicable & if Yes, please give brief details below):</i></p>

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REFEREES

Please give details of two referees, one of whom should be your line manager at your current/last employer. If you have just left full time education or have not worked since doing so, the Head of School, College or University should be named as one of the referees. **Please do not use relatives, partners or friends as referees.**

If you are invited to interview, may we approach your referees without further reference to you?

Referee 1		Referee 2	
Yes	No	Yes	No

Name		Name	
Position		Position	
Address		Address	
Tel. No		Tel. No	
E-mail		E-mail	
In what capacity do you know the above?		In what capacity do you know the above?	

Do you have any relationship (ie. family, friends) with anyone currently working for North Nibley Pre-school? Yes / No *(Delete as applicable & 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 certify 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.

Signed		Date	
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