**Job Application Form**

Please return the completed application form to:

*Emma Cothill*

11Titus Way

North Hykeham

Lincoln

LN69FA

Or via e-mail to ec@appletreecornerdaycare.co.uk

Position applied for including level:

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| **Personal details** | | | |
| Full name |  | | Title : (Miss/Mrs/Ms/Mr) |
| Address |  | | |
| Postcode |  | | |
| Telephone number |  | Mobile |  |
| Date of birth |  | NI number |  |
| Daytime contact number if different from above | |  | |
| E-mail | |  | |

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| **References**  Please give two references, one of which must be your present or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of a friend. | | | |
| Name |  | Name |  |
| Position |  | Position |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| **Can references be obtained prior to interview?** | | Yes/No |  |
| **I authorise a DBS check to be completed.** | | Application number |  |

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| **Education and Training**  Please give details of relevant education, training and qualifications you have achieved.  Please continue on a separate sheet if necessary | | | | | |
| Dates | | Subjects studied | Qualifications achieved | Date achieved | Awarding body |
| From | To |
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| **Employment History**  Please use a separate sheet and attach it to our application if needed  Present (or most recent) employment first | | | | | |
| Date | | Name and address of employer | Position held & notice required. | Roles, responsibilities & Salary | Reason for leaving |
| From | To |
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| **Work Permits**  If you are not a citizen of the European Union please state if a work permit is required: | | | |
| Yes: |  | No: |  |
| What notice period does your current employer need? | |  | |
| When could you start work? | |  | |

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| **Convictions**  If you are applying for a job where you will have regular contact with children less than 18 years of age you must give details of any conviction (conviction, date and sentence) on a separate sheet of paper and attach it to this form. This post is exempt from the Rehabilitation of Offenders Act 1974 |
| Please complete the following declaration:  I am applying for a job working with children and I have a conviction for which I attach details:  YesNo *(please tick appropriate box)*  **Anyone barred from working with children according to the list held by the Disclosure and Barring Service is committing an offence if they apply for this post.**  **Details…………………………………………………………………………………………………………………..**  **…………………………………………………………………………………………………………………………...**  **……………………………………………………………………………………………………………………………**  **……………………………………………………………………………………………………………………………**  **……………………………………………………………………………………………………………………………** |

The position is subject to the DBS enhanced disclosure and that the position is exempt from the Rehabilitation of Offender’s Act 1974. This includes any convictions considered as “spent” under the Act.

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| Information in support of your application Please give brief information in support of your application, matching your qualifications and skills to the person specification |
| Please continue on a separate sheet if necessary and attach it to this form. |

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| **Declaration**  I declare that the information given on this form is correct to the best of my knowledge and I understand that any false statements on this form will justify my dismissal from this post. | |
| Signed |  |
| Date |  |

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| **Monitoring Information (optional)**  Under the terms of the Data Protection Act 1998 the information you give us will be kept confidential. *Appletree Corner* has adopted an Equal Opportunities Policy and is keen to ensure that this policy is fully effective. As part of our policy we asked all applicants to complete this form. | | | | | | | |
| Post applied for: | |  | | | | | |
| Date applied: | |  | | | | | |
| I am: | | Male | |  | Female |  | |
| I would describe my racial/ethnic origin\* as:  \*Please note this section is primarily about ethnic/racial origin and not nationality or citizenship. | | | | | | | |
| **White -British** |  | | **Asian or Asian British** | | | |  |
| Irish |  | | Indian | | | |  |
| Traveller of Irish Heritage |  | | Pakistani | | | |  |
| Gypsy/Roma |  | | Bangladeshi | | | |  |
| Any other white background |  | | Any other Asian background | | | |  |
| **Mixed – White and Black Caribbean** |  | | **Black or Black British** | | | |  |
| White and Black African |  | | African | | | |  |
| White and Asian |  | | Caribbean | | | |  |
| Any other mixed background |  | | Any other Black background | | | |  |
| **Chinese** |  | | **Any other ethnic background**  **(please specify)** | | | |  |

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| How did you hear about this vacancy?  (Newspaper, Job Centre Plus, friend, etc) |  |

**Thank you for completing this monitoring form.**

**Office use only:**

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| **Shortlisting Date** |  |
| **Shortlisted Y/N** |  |
| **Panel members** |  |
| **Date of interview** |  |
| **Comments** | |
| **Appointed Y/N** |  |