

 P.L.A. Membership No. 202255

 Registered Charity No. 1185961

 Application Form

We have a legal obligation to request the information contained within this application form for the purposes of assessing your suitability as required by the Early Years Foundation Stage Safeguarding and Welfare Requirements.

Where our lawful basis for processing is anything other than legal obligation this will be notified.

Our staff members play a vital role in providing an excellent service to the children of Little Acorns Pre-School and their families. To help achieve this we will train you to do your job and encourage you to look for every opportunity to utilise and develop your skills and abilities.

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please carefully read the job description and person specification before completing this form.

Your application will be treated in the strictest confidence.

|  |  |
| --- | --- |
| Vacancy Title: | Bank Staff |
| Applicant: |  |
| Closing Date: | N/A |

**ABOUT YOU**

|  |  |
| --- | --- |
| Title: |  |
| Last Name: |  |
| First Name(s): |  |
| Middle Name(s) (if applicable): |  |
| Previous last Name (s) (if applicable): |  |

|  |  |
| --- | --- |
| Date of Birth: |  |
| Home Address: |  |
| Postcode: |  |
| Address Line 1: |  |
| Address Line 2: |  |
| Town: |  |
| County: |  |
| Address for communications (if different): |   |
| Postcode: |  |
| Address Line 1: |  |
| Address Line 2: |  |
| Town: |  |
| County: |  |

**CONTACT DETAILS**

|  |  |
| --- | --- |
| By email: |  |
| By mobile phone: |  |
| By land line: |  |

|  |  |
| --- | --- |
| Preferred Method of Contact: |  |

**OTHER INFORMATION**

|  |  |
| --- | --- |
| Can you provide proof that you are legally allowed to work in the UK? | YES / NO |
| Are you able to provide the original of one of the following: a British passport, Birth Certificate, Driving Licence or a UK Residence Permit? Evidence of your address will also be required. (This will be needed later in the recruitment process): | YES / NO |
| ISA registration number if applicable: |  |
| National Insurance Number: |  |
| If you are successful, when could you start this job? |  |
| Where did you see this post advertised? |  |
| Are you related to any employee of our setting? | YES / NO |
| Are you aware of any matter which might call into question your integrity as an employee or bring you or our setting into disrepute? | YES / NO |
| Are you happy for your personal details to be added to our candidate pool for any suitable future vacancies? If no, your application form will be deleted/destroyed following successful appointment to this role.  | YES / NO |

**EMPLOYMENT**

**PLEASE DETAIL YOUR PRESENT AND/OR MOST RECENT EMPLOYER**

|  |  |
| --- | --- |
| Employer's Name: |  |
| Employer's Address: |  |
| Phone: |  |
| Job Title: |  |
| Salary (please specify pro rate/per hour etc): |  |
| Date Started: |  |
| Leaving date (if applicable): |  |
| Responsibilities |
|  |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Employer | Position Held | Salary | From To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**QUALIFICATIONS**

|  |  |
| --- | --- |
| School/College/University: |  |
| Country: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications: | Subject: | Grade: | Year achieved: |
|  |  |  |  |

|  |  |
| --- | --- |
| School/College/University: |  |
| Country: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications: | Subject: | Grade: | Year achieved: |
|  |  |  |  |

|  |  |
| --- | --- |
| School/College/University: |  |
| Country: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications: | Subject: | Grade: | Year achieved: |
|  |  |  |  |

**ABOUT YOUR APPLICATION**

|  |
| --- |
| REASON FOR APPLICATION |
| Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require. |
|  |

**OTHER SKILLS AND INTERESTS**

|  |
| --- |
| Please include details of any public duties, community or voluntary work experience |
|  |

**OTHER DETAILS**

|  |  |
| --- | --- |
| Are you in good health? | YES / NO |
| Please detail any known illness or conditions which may affect your suitability to work with children: |  |

The post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure and Barring Service to our satisfaction.

We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Disclosure and Barring Service.

|  |  |
| --- | --- |
| Have you ever been cautioned, convicted or received a Police Reprimand or Warning? | YES / NO |
| I confirm that I am not on List 99 |  |
| I am registered with the update service and able to provide my Enhanced Disclosure number | YES / NO |
| Disclosure Number: |  |

**REFERENCES**

Please provide details of two people to whom you are not related and to whom a request from a reference can be made. One must be your current or most recent employer.

REFEREE #1

|  |  |
| --- | --- |
| Name: |  |
| Relationship to you: |  |
| Organisation Name: |  |
| Post code: |  |
| Address Line 1: |  |
| Address Line 2: |  |
| Town: |  |
| County: |  |
| Email: |  |
| Telephone No: |  |
| Can we contact this person prior to interview: |  |

REFEREE # 2

|  |  |
| --- | --- |
| Name: |  |
| Relationship to you: |  |
| Organisation Name: |  |
| Post code: |  |
| Address Line 1: |  |
| Address Line 2: |  |
| Town: |  |
| County: |  |
| Email: |  |
| Telephone No: |  |
| Can we contact this person prior to interview: |  |

**EQUALITIES MONITORING**

We are committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all staff, volunteers, students, visitors and children and their families. To understand if we are achieving this and to better support you as an employee we ask that you complete this monitoring form.

Your explicit consent is required to collect and process this information which is classed as sensitive personal data. Please tick the box if you consent to the collection and processing of this data for internal use within our setting and complete the information below.

I give consent for Little Acorns Pre-School to collect and process the following sensitive data

**ETHNIC ORIGIN**

|  |  |
| --- | --- |
| Ethnic origin |  |
| Other ethnic origin |  |
| Gender |  |
| Age Range: |  |
| What is your religion/belief |  |
| What is your sexual orientation |  |

**DISABILITY**

Applications from disabled people are welcomed and disabled applicants who meet the minimum criteria are guaranteed an interview. We want to ensure that disabled people are considered on an equal basis by providing appropriate access and equipment. To help us do this, please answer the following questions:

|  |  |
| --- | --- |
| Do you consider yourself to be disabled? | YES / NO |
| Do you consider yourself to be disabled under the terms of the Equality act 2010? | YES / NO |

The Equality Act 2012 defines disability as “a physical or mental impairment that has a substantial and long term negative effect on your ability to do normal daily activities.”

|  |  |
| --- | --- |
| Is there anything you would like us to know about your disability to assist you in the recruitment process? |  |
| If invited to interview would you need any special requirements? |  |

**PROTECTING YOUR PERSONAL INFORMATION**

We will treat all your personal information provided as private and confidential, except where we are required by law to disclose, and will use this only for the purposes of administration in line with the requirements of the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

We retain on file information from this form and any attached documents. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. For unsuccessful candidates this data is held for 6 months following appointment to the position. You are entitled to exercise your right for this data to be deleted should you wish. This should be done in writing by emailing *littleacorns1@btconnect.com* and requesting for your information to be deleted. All information will be dealt with in accordance with the legislation of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld.

I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

We reserve the right to verify the information supplied on this form.

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |

**Please return your completed application form to:**

**Donna White**

**Little Acorns Pre-School**

**Kingsnorth Recreation Centre**

**Field View**

**Ashford**

**Kent**

**TN23 3NZ**