



Job Application Form

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

Posts are exempt from the provisions of the Rehabilitation Act 1974.

Post:	One to one practitioner	Closing Date:	03 rd February 2023	
First Name(s):		Surname:		
Address:				
Post Code:				
Home Telephone Number:		Mobile Telephone Number:		
Work Telephone Number:		Can We Ring you at work?	Yes	No
Email Address:				
<p>Please give the names and addresses of two people who can verify or confirm your employment record. One should be your present or most recent employer. The referees should be your immediate line manager, if this is not the case, please give details of relationship.</p>				
Referee One				
Name:		Position:		
Address:				
Telephone Number:		Email Address:		
Referee Two				
Name:		Position:		
Address:				
Telephone Number:		Email Address:		
<p>Verification is normally sought after interview. Please indicate whether your references can be approached before the interview.</p>			Yes	No
<p>Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.</p>				

Have you ever been convicted of any criminal offence		Yes	No	
If YES, please give details of the conviction(s) and date(s) in the space provided below:				
Do you need a work permit to work in the UK?		Yes	No	
National Insurance Number:				
Qualifications Achieved				
Secondary Schools, Colleges, Universities	From:	To:	Brief Details of Courses	Grade
Study currently being undertaken:				
Secondary Schools, Colleges, Universities	From:	To:	Brief Details of Courses	Expected Grade
Professional or other qualifications, apprenticeships, memberships of professional organisations:				

Other training you have received which you consider relevant:

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

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. If you need to continue beyond this page of the form please use the same size white paper.

Employment:

Current/most recent employer:

Address:

Date Started:

Job Title:

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:

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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.

I understand that the Pre-school may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the Pre-school.

Signature:		Date:	
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Please return in an envelope marked 'CONFIDENTIAL'; to: The Manager

Address: Aston Clinton Preschool
 Anthony Hall
 London Road
 Aston Clinton
 Bucks
 HP22 5HG

EQUAL OPPORTUNITIES

We are committed to Equal Opportunities in Employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an Equal Opportunities Employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us to achieve our main aim by completing the following questions:

Position applied for:	
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Name (Forename and surname)			
Date of Birth		Age	
If you are invited to attend for interview or to take up employment, and require special arrangements, please give details below:			
Gender:	Male		Female
Disability			
Do you consider yourself to have a disability?			Yes No
Are you registered disabled?			Yes No
I would describe my race or ethnic origin as (please tick appropriate box):			
White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/> White Other
Black African	<input type="checkbox"/>	Black British	<input type="checkbox"/> Black Caribbean
Black Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/> Bangladeshi
Pakistani	<input type="checkbox"/>	Indian	<input type="checkbox"/> Other
How did you find out about this vacancy?			
I consent to Aston Clinton Pre-school holding the data in the equal opportunities section of this form.			
Signature of Applicant:			Date