



Grove Park Playgroup Job application form

APPLICATION FOR THE POST OF:

Job reference no: _____ Closing date: _____

Personal details

Forename: _____ Surname: _____

Address: _____

Home no: _____ Mobile no: _____

Work no: _____ Can we ring you at work? Yes No

Email address: _____

References

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be your line manager at your current/last employer. Please do not use relatives, partners or friends as referees.

Name: _____

Position held and relationship: _____

Organisation name and address: _____

Telephone no: _____ Email address: _____

May we contact the referee before interview? Yes No

Name: _____

Position held and relationship: _____

Organisation name and address: _____

Telephone no: _____ Email address: _____

May we contact the referee before interview? Yes No

Qualifications achieved (start with the most recent)

| Secondary schools, colleges, universities | From | To | Brief details of course and qualifications taken | Grade |
|---|------|----|--|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Study currently being undertaken:

| Secondary schools, colleges, universities | From | To | Brief details of course and qualifications taken | Grade |
|---|------|----|--|-------|
| | | | | |
| | | | | |
| | | | | |

Professional or other qualifications, apprenticeships, memberships of professional organisations:

Other training you have received which you consider relevant:

Employment history

Current/most recent employment:

Name and address of employer: _____

Date started: _____

Until: _____ Notice required: _____

Job title: _____ Basic salary per annum: _____

Brief description of duties: _____

Reason for leaving: _____

Please give further details of previous posts held in any paid employment or voluntary work, accounting for all gaps in employment history. If you require more space, please continue on a separate sheet and attach to your application form.

| Post | From | To | Employer/organisation name and address | Reason for leaving |
|------|------|----|--|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

Do you have any relationship (i.e. family, friends) with anyone working for the provision? 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. You should address each of the criteria detailed on the person specification and provide examples of how you meet these.

If you need to continue beyond this page of the form, please use A4 sized white paper.

Declaration

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

I declare that the information given on this is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.

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

Signature of applicant: _____ Date: _____

Please return this application form with your completed employee disclosure and barring declaration and consent form in an A4 sized envelope marked 'CONFIDENTIAL' to:

Jane Says, Manager
Grove Park Playgroup
Isis Rooms, St Paul's Church
Grove Park Road
London W4 3SB

Recruitment monitoring form – confidential

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, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for: _____

Name (forenames and surname in full): _____

Date of birth: _____ Age: _____

If you are invited to attend an interview or take up employment and require special arrangements please give details below:

Do you consider yourself to have a disability? Yes No

Gender: Male Female

I would describe my race or ethnic origin as (please tick appropriate box):

| White | Black | Asian | |
|----------------|--|--------------------------------------|--------------------------|
| White British | <input type="checkbox"/> Black British | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> |
| White Irish | <input type="checkbox"/> Black African | <input type="checkbox"/> Pakistani | <input type="checkbox"/> |
| White other | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Indian | <input type="checkbox"/> |
| | <input type="checkbox"/> Black other | <input type="checkbox"/> Asian other | <input type="checkbox"/> |
| Chinese | Mixed | | |
| Chinese | <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> | |
| Chinese other | <input type="checkbox"/> White and Black African | <input type="checkbox"/> | |
| | <input type="checkbox"/> White and Black Asian | <input type="checkbox"/> | |

Other please state:

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

Are you on either of the two lists banning you from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)? Yes No

If yes, please give details and dates in the space provided below:

Do you need a work permit to work in the UK? Yes No

National Insurance Number: _____

How did you find out about this vacancy? (If a newspaper/journal/website please give the name.)

I consent to the Grove Park Playgroup holding the data in the equal opportunities section of this form in their database and manual file.

Signature of applicant: _____ Date: _____