



Registered Charity No.1028921

Purley Preschool, Purley Memorial Hall, Glebe Road, Purley-on-Thames, RG8 8DP

Job application form

PERSONAL DETAILS

Position applied for:	
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First Name:		Surname:	
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Address:	
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Home no:		Mobile no:	
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Work no:		Can we ring you at work?	Yes	No
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Email address:	
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Pre-school Use Only

Applicant Reference Number: 2014 /PA00

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.

Reference 1

Name:		
Position held and relationship:		
Organisation name and address:		
Telephone no:		
Email address:		
May we contact the referee before interview?	Yes	No

Reference 2

Name:		
Position held and relationship:		
Organisation name and address:		
Telephone no:		
Email address:		
May we contact the referee before interview?	Yes	No

Pre-school Use Only

Applicant Reference Number: 2014 /PA00

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, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for:			
Name (forename(s) 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:

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Do you consider yourself to have a disability?	Yes	No
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Gender	Male	Female
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I would describe my race or ethnic origin as (please tick appropriate box):

White		Black		Asian	
White British		Black British		Bangladeshi	
White Irish		Black African		Pakistani	
White other		Black Caribbean		Indian	
		Black other		Asian other	

Chinese		Mixed	
Chinese		White and Black Caribbean	
Chinese other		White and Black African	
		White and Black Asian	

Other please state:	
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Please complete this section as the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.

Purley Pre-school complies with the Code of Practice in regard to Criminal Record Information.

Have you ever been convicted, cautioned or reprimanded for a criminal offence?	Yes	No
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Are you on either of the 2 lists banning you from working with children or vulnerable adults imposed by the Independent Safeguarding Authority?	Yes	No
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If yes, please give details and dates in the space provided below:

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Do you need a work permit to work in the UK?	Yes	No
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National Insurance Number:	
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How did you find out about this vacancy? (Please give the name of the website/place of advert.)

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I consent to Purley Pre-school, to hold the data in the equal opportunities section of this form in their database and manual file.

(Please note that information must be held for a period of 6 months post application before it is destroyed)

Signature of applicant:		Date:	
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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:

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Other training you have received which you consider relevant: (Please expand onto a separate page if necessary)

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EMPLOYMENT HISTORY

Current/most recent employment:

Name and address of employer:	
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Date started:	
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Until:		Notice required:	
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Job title:		Basic salary per annum:	
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Brief description of duties:

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Reason for leaving:

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Other employment/career history starting with the most recent:

For posts which involve working with children, please give your full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary).

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:

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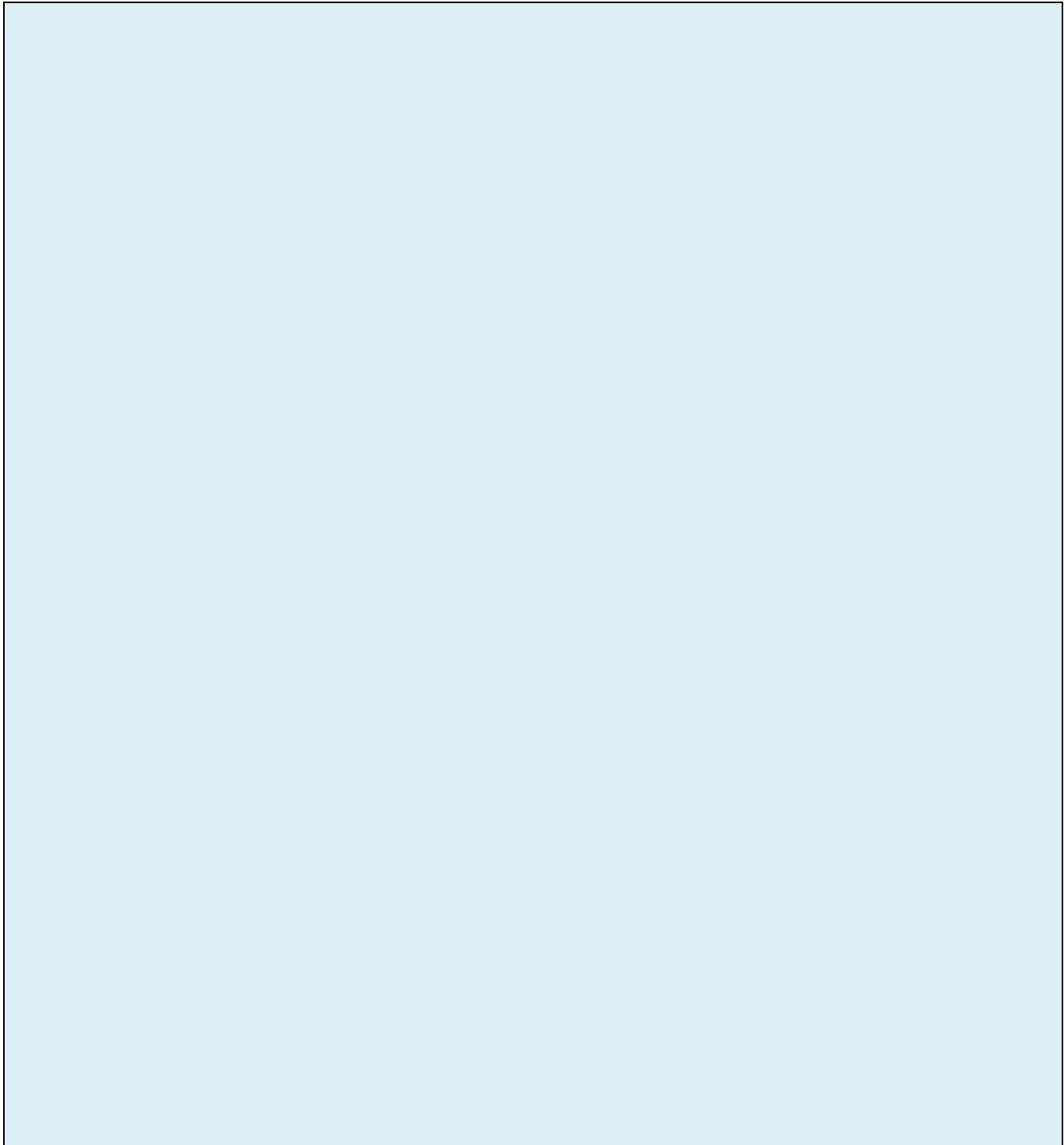
Do you have any relationship (i.e. family, friends) with anyone working for the pre-school?	Yes	No
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EXPERIENCE/RELEVANT SKILLS

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 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 check. 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 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 of applicant:		Date:	
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Please indicate if you can attend an interview and how much notice you would require.	I am able to attend an interview: Yes / No	Advance notice required for interview:
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**Please return this application form in an A4 sized envelope marked 'CONFIDENTIAL' to:
Chair of Trustees
Purley Preschool
Purley Memorial Hall
Glebe Road
Purley on Thames RG8 8DP**

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