

Application for the post of: _____

Thank you for applying for a position at Emscote Pre-School. Please ensure you complete all sections of the form. Your personal details will be treated in accordance with our Applicant Privacy Notice. If you have a disability or any other need that means you are unable to complete this form or any other part of the application process please contact the Preschool Manager, Emscote pre-school, to make other arrangements.

Personal Details:

Title: _____ Surname: _____

Forename(s): _____

Address: _____

City: _____ County: _____

Post Code: _____ Country: _____

Home Phone: _____ Mobile phone: _____

Email: _____

References:

Please include your present/most recent employer/manager and the setting manager for any education employment. Personal and "open" references are not usually accepted. Personal email addresses should not normally be given.

Referees are normally contacted before interview if you are short-listed. Please tick the boxes below to confirm if we may contact your referees at this stage. references will be contacted before employment and all suitability checks will be carried out.

NB: To comply with Data Protection law please notify your referees that you give your consent to them providing Emscote pre-school with a reference.

Reference 1:

Can this referee be contacted: Yes No

Title: _____ Full Name: _____

Company/employer: _____

Referee's job title: _____

Their relationship to you: _____

Address: _____

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City: _____ County: _____
Post Code: _____ Country: _____
Phone: _____ Email: _____

Reference 2:

Can this referee be contacted: Yes No

Title: _____ Full Name: _____

Company/employer: _____

Referee's job title: _____

Their relationship to you: _____

Address: _____

City: _____ County: _____

Post Code: _____ Country: _____

Phone: _____ Email: _____

Current Employment:

Post title: _____ Employer name: _____

Employer address: _____

City: _____ County: _____

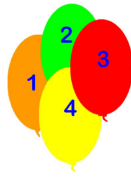
Post Code: _____ Country: _____

Key areas of responsibility: _____

Date appointed: _____ Notice period: _____

Date available: _____

Reason for seeking other appointment: _____



Previous Employment: *(most recent first)*

Employer Name: _____

Post title and main responsibilities: _____

From date: _____ To date: _____

Employer address: _____

City: _____ County: _____

Post Code: _____ Country: _____

Reason for leaving: _____

Employer Name: _____

Post title and main responsibilities: _____

From date: _____ To date: _____

Employer address: _____

City: _____ County: _____

Post Code: _____ Country: _____

Reason for leaving: _____

Periods of unemployment:

From date: _____ To date: _____

Brief description of your activities during this period of unemployment: _____

From date: _____ To date: _____

Brief description of your activities during this period of unemployment: _____

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Secondary/Further/Higher Education

Please give details of secondary and further education including any vocational courses		
Dates: month/year From: To:	College /other institution	Qualifications obtained and grade / level

Please give details of any higher education and equivalent courses		
Dates: month/year From: To:	College /other institution	Qualifications obtained and grade / level

T: 01926 495 619

WWW.EMSCOTEPRESCHOOL.CO.UK

EMSCOTE PRE-SCHOOL IS THE TRADING NAME FOR ESCOTE PRE-SCHOOL LTD
 A COMPANY LIMITED BY GUARANTEE IN ENGLAND AND WALES UNDER COMPANY NUMBER 00635315
 WHOSE REGISTERED OFFICE IS EMSCOTE PRESCHOOL, ALL SAINTS ROAD, WARWICK, CV345NH



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Key attributes and achievements

Please outline your key attributes and achievements that you consider to be most relevant to this role: _____

Employment restrictions

Restrictions on being resident or being employed in the UK? Yes No

Lived outside the UK for more than three months in the past five years? Yes No

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

Do you have a current have a current visa / work permit to work in the UK in this role? Yes No

Are you related in any way to any director or employee of this pre-school? Yes No

Declaration on provision of information

I declare that the information contained in this form is true, accurate and complete.

I understand that the information will be treated as part of any subsequent contract of employment or agreement.

I understand that if it is discovered that any statements are false or misleading, or any relevant information is omitted, I will be liable to have my application disqualified or subsequently will be liable to be dismissed from Emscote pre-school's employment.

I understand that the information I have provided (including any additional information submitted) will be used for the purpose of processing my application, in connection with my employment or engagement (if my application is successful) and for monitoring the efficiency of the pre-school's policies and procedures.

Signature: _____ Date: _____

Criminal Record Declaration Form

Work in a school is exempt from the Rehabilitation of Offenders Act 1974 and **all persons** applying to work in school must declare **convictions, cautions or reprimands, warnings or bind-overs** including any that would otherwise be regarded as 'spent' unless they are 'protected' and need not be disclosed.

For guidance please go to www.gov.uk and search for 'criminal record filtering rules'. You are **strongly advised** to disclose any charges which are or may be pending.

Declaration on criminal record

Please check/tick the boxes below that apply to you and also provide further details as appropriate:

Caution / reprimand(s)	Warning / bind-over(s)	Conviction pending
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conviction (spent)	Conviction (unspent)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If yes to any of the above, please give details:

Declaration on barred list

Are you registered as barred from working with children or vulnerable people?

Yes No

If yes, please give details:

Declaration on sanctions

Have you ever had sanctions imposed by a regulatory body or professional association?

Yes No

If yes, please give details:

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Do you agree to apply for an Enhanced Disclosure from the Disclosure and Barring Service without delay if your application is successful?

Yes No

Do you confirm that you have declared any convictions, cautions or reprimands, warnings or bind-overs including any that would otherwise be regarded as 'spent' except for any that you know to be 'protected' under the criminal record filtering rules?

Yes No

Signature: _____ Date: _____

Full name: _____

Equality & Diversity Monitoring Form

Emscote pre-school operates a policy which aims to ensure that unfair discrimination does not take place. Providing the information below is voluntary but can help us to monitor the effectiveness of our policy.

This data will be held separately from your application and will not form any part of the selection process.

Full name: _____

Previous / other names: _____

How did you learn about this vacancy? _____

Age range: Under 18 18 – 24 25 – 29 30 – 39 40 – 49 50 – 59 60 – 64 65+

What best describes your gender? _____

Sexual Orientation? _____

Religion and belief? _____

Ethnicity

Please select the classification that most describes to your cultural background (classifications recommended by the Equality and Human Rights Commission)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese

Black / African / Caribbean or Black British

- Caribbean
- African

White

- British
- Irish

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian

Other mixed background (please state below)

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Do you have an impairment, health condition or learning difference that has a substantial or long term impact on your ability to carry out day-to-day activities?

Yes No

To help us identify and better understand the needs of our applicants, please describe briefly the nature of the condition: _____

This information is considered sensitive personal data under the Data Protection Act. Please indicate if you give permission for Emscote pre-school to store this information confidentially and to use it for the purposes of monitoring equality and diversity in our setting.

Yes I give permission No I do not give permission