



PEACHCROFT PRE-SCHOOL

Community Centre, Lindsay Drive, Abingdon, Oxon OX14 2RT

Telephone: Abingdon (01235) 555808

www.peachcroftpre-school.co.uk

email: peachcroftpresch@btconnect.com

Charity Commission Registration Number: 1022442

APPLICATION FORM

Position Applied for:

Personal details
Title:

Surname: _____ **First Names:** _____

Previous Name(s): _____ **Date of Birth:** _____

Address: _____ **National Insurance No:** _____

Postcode: _____ **Home Tel No:** _____

Email Add: _____ **Mobile No:** _____

Education and qualifications

Please give details of **secondary** and **further education** including any A levels or equivalent vocational courses

Dates (mm/yyyy)		College/other institution	Qualifications obtained and grade/level
From	To		

Please give details of any higher education and equivalent courses					
Dates (mm/yyyy)		College/other institution	Qualifications obtained and grade/level	Name of awarding body	
From	To				

Please give details of any professional or vocational qualifications you hold that are relevant to your application		
Dates obtained	Qualifications obtained and grade/level	Name of awarding body

Employment History

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

Present employment**Job title:****Employer:****Current Salary:****Address:****Current scale (if applicable):****Employed from:****Employed to:**

Please give a brief description of current duties, responsibilities and achievements

Previous employment				
Dates (mm/yyyy)		Name of employer	Job title and main responsibilities	Reason for leaving
From	To			

If there are any gaps in your employment or education history please explain them here

Referees	
<p>Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (Note: if you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend).</p>	
Name:	Position
In what capacity do you know the referee:	
Name of organisation:	
Address:	
Tel no:	
Email:	
Name:	Position
In what capacity do you know the referee:	
Name of organisation:	
Address:	
Tel no:	
Email:	

Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact Mrs Helen Day on 01235 555808 to discuss the issues.

Personal statement

Using the person specification that you have been sent with your application pack, please demonstrate using examples your suitability for the position you are applying for. Please include your reasons for applying and interest in this position.

For persons who are not British or EU nationals

If you have any conditions related to your employment please give full details:

Personal declarations

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

Have you or anyone you live with ever been convicted of any offence or bound-over or given a caution?

Yes/No

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Enclosure'.

I understand that if my application is successful I will be required to obtain a DBS disclosure at the appropriate level.

Declaration – please read carefully

For the purpose of the Data Protection Act 1998, I consent to the information contained in this form and any information received by or on behalf of Peachcroft Pre-school relating to the subject matter of this form being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

Signed: _____ Date: _____

Print Name: _____

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.