**Application Form**

Tilehouse Street Pre-School and Nursery

Tilehouse Street Baptist Church,

Upper Tilehouse Street, Hitchin, Herts. SG5 2EE

Tel: 01462 441440

MGR: Mrs Deborah Tobias

Email: manager@thpsn.org.uk

**Application for Post of Pre-school and nursery practitioner** You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). All sections must be completed. Thank you!

**Personal Details**

First name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred title Mr/Mrs/Miss/Ms Previous Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime/Work telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can we ring you at work? Yes/No

**Verification of Employment/Education Record/References**

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

*Reference 1 (Current/Most recent employer)*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position held and relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please do NOT contact before interview [ ]

*Reference 2*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position held and relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please do NOT contact before interview [ ]

**Employment History**

***Current or most recent employment***

Name of employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Basic Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Started \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Until \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you still employed? Yes/No Notice Required \_\_\_\_\_\_\_\_\_\_\_

If no, reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Other Employment/Career History**

Please list all your previous jobs (including all periods of work placements, paid and voluntary employment, and periods when you were not in employment)

| **From** | **To** | **Name and Address of Employer** | **Job Title** | **Reason for leaving** |
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**Education and Qualifications**

Start with the most recent.

| **From** | **To** | **Name and Address of Educational Establishment**  | **Subjects Studied** | **Examinations Grades achieved** |
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**Additional Education/Training**

Please give details of any other professional qualifications or training courses undertaken, including short courses and in-service training, and/or current studies.

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**Experience/Relevant Skills**

Having read through the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Other Interests**

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

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**safeguarding**

**This post is:**

- Exempt from the Rehabilitation of Offenders Act 1974

- Subject to a satisfactory Disclosure and Barring Service (DBS) Check

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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Additional Information**

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

National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a relationship (i.e. family or friends) with anyone working for Tilehouse Street Pre-school and Nursery? Yes/No

How did you find out about this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declarations**

I consent to Tilehouse Street Pre-school and Nursery holding the data in the equal opportunities section of this form in their database and manual file.

| Signature of applicant: |  | Date: |  |
| --- | --- | --- | --- |

*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 in an A4 sized envelope marked ‘CONFIDENTIAL’ to or equally you can email this to admin@thpsn.org.uk:**

Mrs Deborah Tobias

Nursery & Pre-school Manager

Tilehouse Street Preschool and Nursery

Tilehouse Street Baptist Church

Upper Tilehouse Street

Hitchin

SG5 2EE

(If you wish to hand deliver your application, the Church post box is in a green door down on the left-hand side of the Church as you face the Church from the car park entrance.)

**Monitoring - 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. 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: |  |  |  |
|  |
| 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 |  |
|  |
| 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: |