#

**LEASIDE UNDER FIVES KINDERGARTEN**

**JOB APPLICATION FORM**

**Post Applied for:**

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***PLEASE COMPLETE ALL SECTIONS***

**PERSONAL DETAILS (block capitals please)**

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| --- | --- |
| **Surname:** | **Preferred Title:** |
| **First Name(s):** | **Previous Surname:** |
| **Home Address**:  |  |
|  | **Email:** |
|  | **Telephone (Home)** |
|  | **Telephone (Work)** |
| **Post Code**: | **Telephone (Mobile)** |

**CURRENT OR MOST RECENT EMPLOYMENT**

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| **Employer’s Name:** |
| **Address** |
| **Phone Number** |
| **Job Held:** | **Grade:** | **Salary:** |
| **Date Started:** | **Are you still employed? Yes/No**. |
| If **YES,** amount of notice required  | or, if **NO,** the date employment ended: |
| **Reason for leaving** |
| **Brief description of the main duties of your job:** |
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**EMPLOYMENT HISTORY**

Please complete in chronological order, starting with the **most recent**:

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| --- | --- | --- | --- | --- |
| **Employer’s name, address and nature of business** | **Full or part time** | **Job title and brief description of duties and responsibilities** | **Dates employed month / year****(from – to)** | **Reason for leaving** |
|       |       |  |       |       |
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If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form mustprovide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

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| **Dates (from – to)** | **Activity** |
|       |       |
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**EDUCATION/QUALIFICATIONS**

Please give details of your relevant education including any professional qualifications, starting with the most recent attained

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| **Dates Attended****From / To** | **Name(s) and Address(es) of Secondary School/College/****University or other** | **Qualifications gained****(State: level/grade/date achieved)** |
|       |       |       |

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| **TRAINING AND DEVELOPMENT** |
| **Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.** |
| **TRAINING AND DEVELOPMENT** | **Dates and any qualification awarded** |
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| **LEISURE INTERESTS** |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the position for which you are applying. |
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**Supporting Statement:**

Please provide a written statement detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post.

**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now, **one of whom must be your present or most recent employer.**  **References from friends or relatives are not acceptable.**

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| **1) Name:** | **Status:** |
| **Address:** |  |
|  |  |
| : |  |
| **Telephone:** |  |

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| --- | --- |
| **2) Name:** | **Status:** |
| **Address:** |  |
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| **Telephone:** |  |

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Management committee or any current employee(s) of Leaside Under Fives Kindergarten please provide the relevant details here:

Name(s) of Management committee member / Employee(s):

Relationship(s) to you:

**Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**

The Management committee of Leaside Under Fives Kindergarten is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes [ ]  No [ ]

If yes please provide full details:

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box, you consent to a DBS Check(s) being made: [ ]

**Right to work in the UK.**

The Management committee of Leaside Under Fives Kindergarten will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: [ ]

**Post Applied for:**

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| **DECLARATION**I certify that the information given above and overleaf is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications. I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. |
| **Full Name:** |
| **Signature:** | **Date:** |