



Little Lambs Kindergarten
Job Application Form



<p>Position Applied for:</p> <p>Location: Little Lambs kindergarten, Hove.</p> <p>Date of Application:</p> <p>When would you be able to start:</p> <p>Where did you hear about this vacancy:</p>

Personal Details

Surname/Family Name:	First Name (s):
Previous Surname (s):	Known as:
Current Address:	Contact Telephone numbers: Home: Mobile: Email address:
National Insurance Number:	

Education and Training

Please give details of any academic and vocational qualifications you have undertaken as well as relevant training. Including secondary, further and higher education. Continue on separate sheet of paper if required. Please be prepared to bring original certificates to interview.

Qualification gained / pending	Grade/Level	Establishment school / college / university	Date achieved	Awarding body

Personal Statement

Please study the enclosed Person Specification. You should give examples that demonstrate you meet each of the required criteria listing the skills you have relevant to the job. It would also be useful to have an insight into your personal view of Early Years education, and any areas that are of particular interest to you and why. This is a crucial part of our recruitment and short listing process so please use this as an opportunity to share with us your passion and motivation to work in Early years.

Continue on a separate sheet if necessary.

Employment History

Please give details of all your previous employment. This should include paid and unpaid employment, work experience and placements. Exact dates of employment must be given. If different posts with the same employer include them separately.

Please indicate reasons for any substantial gaps in employment and full time study and continue on a separate sheet if necessary. Please start with your present employer. If you are not currently in employment please leave blank

Present Employment

Job Title:	Employers Name:
	Employers Address:
	Postcode:
Date started:	Telephone No:
Notice Period if applicable:	May we contact on this number? Yes / No (<i>delete as appropriate</i>)

Previous Employment

1. Job Title:	Employers Name:
	Employers Address:
	Postcode:
Role and responsibilities:	Telephone No:
	May we contact on this number? Yes / No (<i>delete as appropriate</i>)

Previous Employment (continued)

2. Job Title:	Employers Name:
	Employers Address:
	Postcode:
Role and responsibilities:	Telephone No:
	May we contact on this number? Yes / No (<i>delete as appropriate</i>)
Date started:	Date finished:
Date started:	Date finished:

3. Job Title:	Employers Name:
	Employers Address:
	Postcode:
Role and responsibilities:	Telephone No:
	May we contact on this number? Yes / No (<i>delete as appropriate</i>)
Date started:	Date finished:
Date started:	Date finished:

References

Please provide details of two referees that are willing to be contacted. One referee must be your current employer or, if you are currently not working should be your last employer. For students, one referee should be from your college. References will not be accepted from relatives, or people you only know as friends. References are usually taken up before interview. Please indicate if this is acceptable.

A job will **not** be offered until references have been obtained.

	REFEREE DETAILS (1)	REFEREE DETAILS (2)
Name:		
Job Title:		
Company:		
Address:		
Postcode:		
Telephone Number:		
Relationship to self:		
Length of time known to person: (Months / Years)		

Criminal Convictions and Cautions

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 this position you are not entitled to withhold information about police cautions and convictions that have been made against you. Including any that would otherwise be considered 'spent' under the Act.

Appointment to this post is subject to a Disclosure and Barring Service (DBS) Check at the appropriate enhanced level.

Have you or anyone in your household ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning? (You do not need to include minor driving offences)

YES/NO *Delete as appropriate

If YES, please provide details on a separate sheet of paper in a sealed envelope attached to this form marked 'confidential'. Information required would include date, court and nature of offence.

Do you need a work permit to work in the UK?

Yes/No

National Insurance Number:

If no NI number is available, do you have evidence of your entitlement to live and work in the UK? YES/NO

Declaration

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. It may be used by the employer for business purposes including the prevention and detection of fraud as well as for HR purposes and administration. If you are appointed, this information will form part of your personnel record and will be treated as confidential and will not be disclosed to any unauthorised person.

I understand that any false, inaccurate or incomplete information made in my application could result in dismissal, disciplinary action or a withdrawal of an offer of employment and may invalidate any contract of employment.

I declare that all information given as part of my application is true.

Please sign: _____

Date: _____

Equal Opportunities Monitoring

We are an equal opportunity employer. We are committed to equality of opportunity in employment and service delivery regardless of your colour, race, nationality, ethnic or national origin, religion, gender, marital status, sexuality, disability, age.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action that ensures that this policy is fully effective.

To ensure that this policy is fully and fairly implemented and monitored, we would like to invite you to provide information here that will help us to ensure fair and equal treatment of applicants and employees alike, however this is not compulsory.

Disability
We welcome applicants from people with disabilities. Is your ability to perform the particular job for which you are applying limited in any way?
YES/NO
If YES, how can we overcome this?

Gender	
My sex is: Male Female	My Date of Birth is:
* Please circle as appropriate	My age is:

Ethnic Origin (Please circle as appropriate)
How would you describe your ethnicity?
A) White – British, Irish, Any other white background* please describe...
B) Mixed – White and Black British, White and Black Caribbean, White and Black African, White and Asian, Any other mixed background* please describe...
C) Asian & British Asian – Indian, Pakistani, Bangladeshi, Any other Asian Background* please describe.....
D) Black and Black British – Caribbean, African, Any other Black background* please describe.....
E) Chinese or other ethnic group – Chinese, Any other ethnic group*please describe.....

Religion (Please circle as appropriate)
How would you describe your religion? *Please circle as appropriate
Christian (all denominations), Buddhist, Hindu, Jewish, Muslim, Sikh, None Other* please specify.....

