



Registered Charity No. 1042639

Heathlands Village Hall, Woodbastwick Road, Blofield Heath, Norwich NR13 4QH.

Tel. (01603) 712616 Setting mobile: - 07716 869506 e-mail: - hemblingtonpreschool@gmail.com

Reply to: (email) hemblingtonpreschool@gmail.com, (post) Mrs Fiona Trimble, 11 Allens Close, Blofield Heath, Norwich, NR13 4QR or return in person to Fiona Trimble (Manager) at the Pre-School setting.

JOB APPLICATION FORM

Please mark your envelope "Confidential" and return to the above address.

Post Applied For: _____

For your information pages 1 - 3 of this form are removed prior to shortlisting so that candidates are invited to interview on the basis of their experience, qualifications and written statement.

PERSONAL DETAILS

Mr Mrs Miss Ms (delete as appropriate)

First Names _____

Surname _____

Address _____

Post code _____

Home telephone no. (inc. code) _____

Work telephone no. (inc. code) _____

VERIFICATION OF EMPLOYMENT RECORD

Please give the names and addresses of two people who are prepared to verify and confirm your employment record and suitability for this position. One should be your present or most recent employer/manager. References will not be accepted from relatives, or persons who only know you as a friend.

Name _____

Position _____

Address _____

Name _____

Position _____

Address _____

Verification of employment is usually sought after interview. On occasions we like to ask for references before the interview. May we approach the people you have named before the interview? YES/NO

ADDITIONAL INFORMATION

If we invite you to attend for interview you will be asked to bring evidence of your educational qualifications and a copy of your birth certificate.

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 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 Disclosure".

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 purposes of the Data Protection Act 1998, I consent to the information contained in this form.

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.

I declare that the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment.

Signature

Print Name

Date

EDUCATION AND QUALIFICATIONS

Institution	Dates from-to	Subjects studied	Examination and grades

Please give details of courses undertaken, including short courses, in-service training, and current studies. Please give dates.

Date	Course/Training

Membership of any professional body or organisation that you consider enhances your suitability for the post being applied for:

ABOUT YOU

Please tell us why you believe yourself to be suitable for the post for which you are applying. The job description and the person specification will help you frame your answer. If you wish to continue your answer beyond the paper provided please feel free to do so, using the same size white paper.