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| **Employment Application Form** |

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| What position are you applying for ? |

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| **Personal Details** |
| Title: |
| First Name: |
| Surname: |
| Date of Birth: |
| Address: |
| Telephone Number: |
| Mobile Number: |
| Email Address: |
| National Insurance Number: |

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| **Current Employment** | | | |
| Please give details about your current employer, or last employer if you are not presently employed, along with a brief description of your duties. This could include for example, tasks, objectives, and responsibilities. Please note: We will ask  your employer to verify the details you provide on your application form. | | | |
| Dates of Employment  From To | Name + Address  Of Employer | Position held + brief outline of duties | Reason for leaving |
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| **Previous Employment** | | | |
| Please give details of all your previous employment starting with the most recent first. If you are shortlisted, Peapods Nursery School reserves the right to verify the information you have given with any of your previous employers. | | | |
| Dates of Employment  From To | Name + Address  Of Employer | Position held + brief outline of duties | Reason for leaving |
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| **Qualifications / Relevant Training Courses Attended** | | | |
| Please give us details of any academic and professional qualifications you hold. Please note, you will be required to provide your original documents as proof of any relevant qualification at the job interview should you be shortlisted. | | | |
| School / College  Attended | Start Date End Date | Course Title  Qualification | Results |
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| **Supporting Statement** |
| Please tell us how you meet the job requirements as detailed in the person specification. This will include any relevant experience, knowledge, abilities and skills that you have. You can include examples from paid work and relevant voluntary work, community activities, domestic or family experience or details of relevant training or short courses. |
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| **References** | |
| Please give details of two people who are prepared to act as referees for you. One of these must be your current or most recent manager. If you have just left full-time education you should provide details of your course tutor. You should also provide details of the dates when you worked with them or when they were your course tutor.  Referees will be contacted only once a position has been offered to an applicant and they have accepted. All positions are subject to references being checked. | |
| Name: | Name: |
| Position: | Position: |
| Date of Employment / Course: | Date of Employment / Course: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email: | Email: |

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| **Rehabilitation of Offenders Act 1974** |
| Due to the nature of your role, the post that you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You are therefore not entitled to withhold information about convictions, warnings, cautions and reprimands which for other purposes would be regarded as spent under the provisions of the Act. Although cautions, reprimands and final warnings are not considered to be criminal convictions, these will be considered by us in relation to the post that you are applying for. |
| Please tell us about any convictions, cautions, reprimands or final warnings issued by the police? |
| Have you ever had any involvement with Social Services concerning children? |
| Have you ever been disqualifies from working with children? |
| Have you or any immediate family members or occupants living at the same address, ever been placed on the Sex Offenders Register? |
| I give my consent to a disclosure to be carried out by the Criminal Records Bureau (CRB) if I am selected for appointment and understand that my appointment is subject to a CRB Disclosure.  Signed: Date: |

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| Declaration |
| I confirm that to the best of my knowledge, the information given in this application is correct and that I am legally entitled to take employment in the UK. I understand that I will also be required to produce original documents as specified in the Asylum and Immigration Act 1996.  I understand that providing false or misleading information during the recruitment and selection process may disqualify me from appointment or if appointed, may render me liable to dismissal. I declare the information I have given is to the best of  my knowledge, true and complete.  Signed: Date: |