



Thank you for the interest that you have shown in working for us.

Please complete the attached application form and Equal Opportunities Monitoring form and return to:

*Deb Manns  
4 Waterloo Way  
Bredon  
Tewkesbury  
Glos  
GL20 7UA*

Email [owl@kemertonpreschool.com](mailto:owl@kemertonpreschool.com)

Please note that CVs will **not** be accepted and will not be taken into account if they are submitted.

We will advise you of the outcome of your application in due course but should you have any queries regarding the vacancy please email [owl@kemertonpreschool.com](mailto:owl@kemertonpreschool.com)

# JOB APPLICATION FORM

Application for the post of .....

**As this form may be photocopied, please write clearly using BLACK ink**

**1. PERSONAL DETAILS**

Surname:..... Former Surnames.....

First Names: .....

Home Address:..... Please indicate your preferred contact telephone number

..... Tel. No. (Home): .....

..... Tel. No. (Work): .....

..... Tel. No. (Mobile): .....

Post Code: ..... E-mail Address: .....

Do you hold a valid driving licence? Yes  No

2. EDUCATION AND TRAINING Name of School/College/University attended	Qualifications including Grades/Class/Div. Etc.	Period of Study Years
i) Schools ( <i>after age 11</i> )		
ii) Further/Higher Education		
iii) Professional or other training ( <i>including training courses attended</i> )		

**3. PRESENT OR MOST RECENT EMPLOYMENT**

Employer's Name and Address: .....

Telephone: ..... Employer's Business: .....

Duties: .....

.....

.....

.....

Position held:..... Date Appointed: .....

Salary: ..... Date Left (if applicable) .....

Period of Notice Required: ..... Reason for leaving (if applicable).....

Please provide details of **all** employment since leaving secondary education in chronological order, including voluntary work. **Please include all periods not in employment.** Continue on a separate sheet if necessary.

Starting with your most recent, please list all employment.			
Dates From - To (Month & Yr)	Employer name and address	Job title and brief description of duties	Reason for leaving
What is your current/most recent salary?		What salary are you looking for?	

Please explain any gaps between employment:

Please continue on a separate sheet if necessary

**4. SUPPORTING STATEMENT**

Please give reasons for applying this role and demonstrate how you meet the job requirements detailed in the Person Specification. Your knowledge, skills or abilities may have been gained in a variety of ways e.g. work experience, spare time activities or domestic circumstances, etc.

**5. REFEREES – Please provide 2 referees.** If you are or have been employed, one should be your present or most recent employer. If you are a school or college leaver, then your Head Teacher or Tutor’s name should be given. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. This employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues. References are not acceptable from relatives or people writing solely in the capacity of friends. Please indicate what type of reference the Referee is, by deleting where appropriate. *(Please include telephone number where possible)*

	Referee 1	Referee 2
<b>Name (including title)</b>		
<b>Occupation</b>		
<b>Address</b>		
<b>Postcode</b>		
<b>Telephone Number</b>		
<b>Email Address</b>		
<b>Type of referee (Delete as appropriate)</b>	Employment/ Character/ School	Employment/ Character/ School

If you are short listed, references will normally be taken up before job offer. If you have given your current employer as a referee, but do NOT wish us to take up that reference prior to job offer, please place a tick in the relevant box

Referee 1  Referee 2

## 7. ASYLUM AND IMMIGRATION

We are required to carry out checks on new employees before they start to confirm that they have the right to work in the UK. Candidates will only be offered the position on the understanding that they are eligible to work in the UK and are not subject to any immigration controls and restrictions which prohibit their working in the UK

Are you eligible to work in the UK? Yes  No

Do you require a work permit? Yes  No

## 8. DECLARATION OF CRIMINAL RECORD:

You are required to provide details of your convictions, whether spent or unspent under the *Rehabilitation of Offenders Act 1974*. Applicants are therefore not entitled to withhold information about convictions, cautions or warnings which for other purposes are "spent" under the provisions of the Act. Failure to disclose this information could lead to dismissal upon appointment. Please list all your cautions, reprimands, final warnings and other non-conviction information such as acquittals. If you have no record please write none.

Details	Place and date of judgement(s)	Sentence(s) if appropriate

### NB. DISCLOSURES WILL ONLY BE TAKEN UP FOR SUCCESSFUL CANDIDATES

Are there any criminal proceedings pending against you? Yes / No (please delete as necessary)

If yes, please provide details .....

.....

.....

.....

## Data Protection Act

*The information that you have provided as part of the application will be used for the purposes of recruitment and selection and will form the basis of your personnel record on appointment. Information will be used for statistical personnel reporting. The data will be stored securely and will only be used for the purposes originally intended. Information relating to unsuccessful candidates is retained for 6 months only; thereafter it is destroyed as confidential waste. You are entitled to see any information held and to have any inaccuracies corrected. By signing the form below you are giving your explicit consent for this data to be held and processed by Kemerton Early Years and Forest School C.I.C.*

### DECLARATION:

*I confirm that the information I have given on this form is correct and complete, I understand that if I have given inaccurate or incomplete information then any offer of employment may be withdrawn or, if appointed, then I will be liable to dismissal. I also understand that because of the sensitive nature of the duties, if successful, I will be expected to undertake an Enhanced Disclosure from the Disclosure and Barring Service. This will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post.*

*I confirm that I have read and understood the above statements*

Signature:..... Date: .....

## EQUAL OPPORTUNITIES MONITORING

Kemerton Early Years and Forest School C.I.C. is committed to being becoming an equal opportunities employer and this includes not discriminating under the Equality Act 2010, selecting staff on the basis of ability and the requirements of the job, as well as building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The information you provide will stay confidential, and be stored securely. In order to monitor the effectiveness of our Equal Opportunities Employment Policy, we request all applicants to complete this form but it is entirely voluntary. Unsuccessful applications are normally kept for six months and then destroyed as confidential waste.

**Post applied for:** .....

**Surname:** ..... **Forenames (in full):** .....

**SEX** Female  Male

**AGE** ..... **DATE OF BIRTH:** .....

### ETHNICITY

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic and cultural groups. UK citizens may belong to any of the groups shown. This classification is based on that used by the Commission for Racial Equality.

*Please tick (✓) the category that you feel best reflects your ethnic origin.*

Bangladeshi	<input type="checkbox"/>	Black African	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Black other (please specify).....	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	White	<input type="checkbox"/>
Asian other (please specify) .....	<input type="checkbox"/>	Other (please specify).....	<input type="checkbox"/>

### HEALTH AND DISABILITY

**We encourage people with a disability to apply for employment. We need information regarding disabilities in order to monitor how well our equal opportunities policy is working.**

**Do you have any medical condition or other disability that may affect your ability to perform the duties of the post?**

**Yes / No** (Please delete)

**If yes, please give details and indicate if there are any reasonable adjustments that may be considered to enable you to perform these duties:**

**Please confirm whether you are a disabled person with an X in the appropriate box**

**Not disabled**  **Disabled**

### CARING RESPONSIBILITIES

**Do you have caring responsibilities? If yes, please tick all that apply**

None	<input type="checkbox"/>	Primary carer of a child/children (under 18)	<input type="checkbox"/>
Primary carer of disabled child/children	<input type="checkbox"/>	Primary carer of disabled adult (18 and over)	<input type="checkbox"/>
Primary carer of older person	<input type="checkbox"/>	Secondary carer (another person carries out the main caring role)	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

**Signature:** ..... **Date:**.....