

Applicant for the post of: \_\_\_\_\_

## Job Application Form

Please complete this form in type or black ink. All questions must be answered in the boxes provided.  
**Please note this document is only fully functional with Microsoft Word 2010.**

Post: Pre-School Assistant

Ref: 2024

Closing Date: 10<sup>th</sup> May 2024

First Names (s): \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Work/Mobile \_\_\_\_\_

Email address \_\_\_\_\_

Can we ring you at work? Yes

No

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

No

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be from your current employer the other from your last employer. References received must cover the last five years of employment (If you need to continue beyond these pages of the form please use A4 size white paper). **Please do not use relatives, partners or friends as referees.**

Employer <input type="checkbox"/>	Academic <input type="checkbox"/>	Personal <input type="checkbox"/>	Employer <input type="checkbox"/>	Academic <input type="checkbox"/>	Personal <input type="checkbox"/>
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Current		Previous	
Name:		Name	
Position:		Position	
Relationship		Relationship	
Address:		Address:	
Tel:		Tel:	
Email:		Email:	
Please indicate whether your referees can be approached immediately. References are normally sought after interview.			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.**

Have you ever been convicted, cautioned or reprimanded for a criminal offence? YES  NO

If YES, please give details and date(s) in the space provided below:

**Recruitment Monitoring Form – confidential**

**Equality and Diversity**

We are committed to Equality and Diversity in Employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an Equal Opportunities Employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, disability, nationality or sexual orientation. Please help us to achieve our main aim by completing the following questions:

**Position applied for:**

**Nursery/Pre-school:**

Name: surname and forename(s) in full:

Date of Birth:

Age:

If you are invited to attend for interview or to take up employment, and require special arrangements, please give details below: Yes  No

**Gender:**

Male

Female

**Disability:**

Do you consider yourself to have a disability?

Yes

No

**Safeguarding**

Are you or anyone else who lives in your household disqualified from working with children or vulnerable adults?

Yes  No

**If Yes, please give details:**

**I would describe my race or ethnic origin as (please tick appropriate box):**

White <input type="checkbox"/>	Black <input type="checkbox"/>	Asian <input type="checkbox"/>
White British <input type="checkbox"/>	Black British <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
White Irish <input type="checkbox"/>	Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
White Other <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
	Black Other <input type="checkbox"/>	Asian Other <input type="checkbox"/>
Chinese <input type="checkbox"/>	Mixed <input type="checkbox"/>	Other please state: <input type="checkbox"/>
Chinese Other <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	
	White & Black African <input type="checkbox"/>	
	White & Black Asian <input type="checkbox"/>	

**How did you find out about this vacancy?**

(Please give the name of the newspaper/website/radio)

I consent to the Pre-school Learning Alliance holding the data in the recruitment monitoring section of this form.

**Signature of applicant:**

**Date:**

**INTERNAL USE ONLY**

Applicant reference number: \_\_\_\_\_

<b>QUALIFICATIONS &amp; TRAINING (starting with the most recent)</b>				
Secondary Schools Colleges, Universities	From:	To:	Governing Body:	Grade:

<b>Professional or other qualifications, apprenticeships, membership of a professional Bodies</b>

<b>Other training you have received which you consider relevant:</b>

- 
- Do you have a driving license? Yes  No
- Do you have reasonable access to public transport? Yes  No
- Do you have access to a vehicle? Yes  No

**EMPLOYMENT**

<b>Current/most recent employer:</b>		
<b>Address:</b>		
		<b>Postcode:</b>
<b>Date started:</b>	<b>Until:</b>	<b>Notice required:</b>
<b>Job title:</b>		
<b>Brief description of Duties:</b>		
<b>Reason for Leaving:</b>		
<b>Basic salary per annum:</b>		

**Other employment/career history starting with most recent:**

For posts which involve working with children, please give full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary).

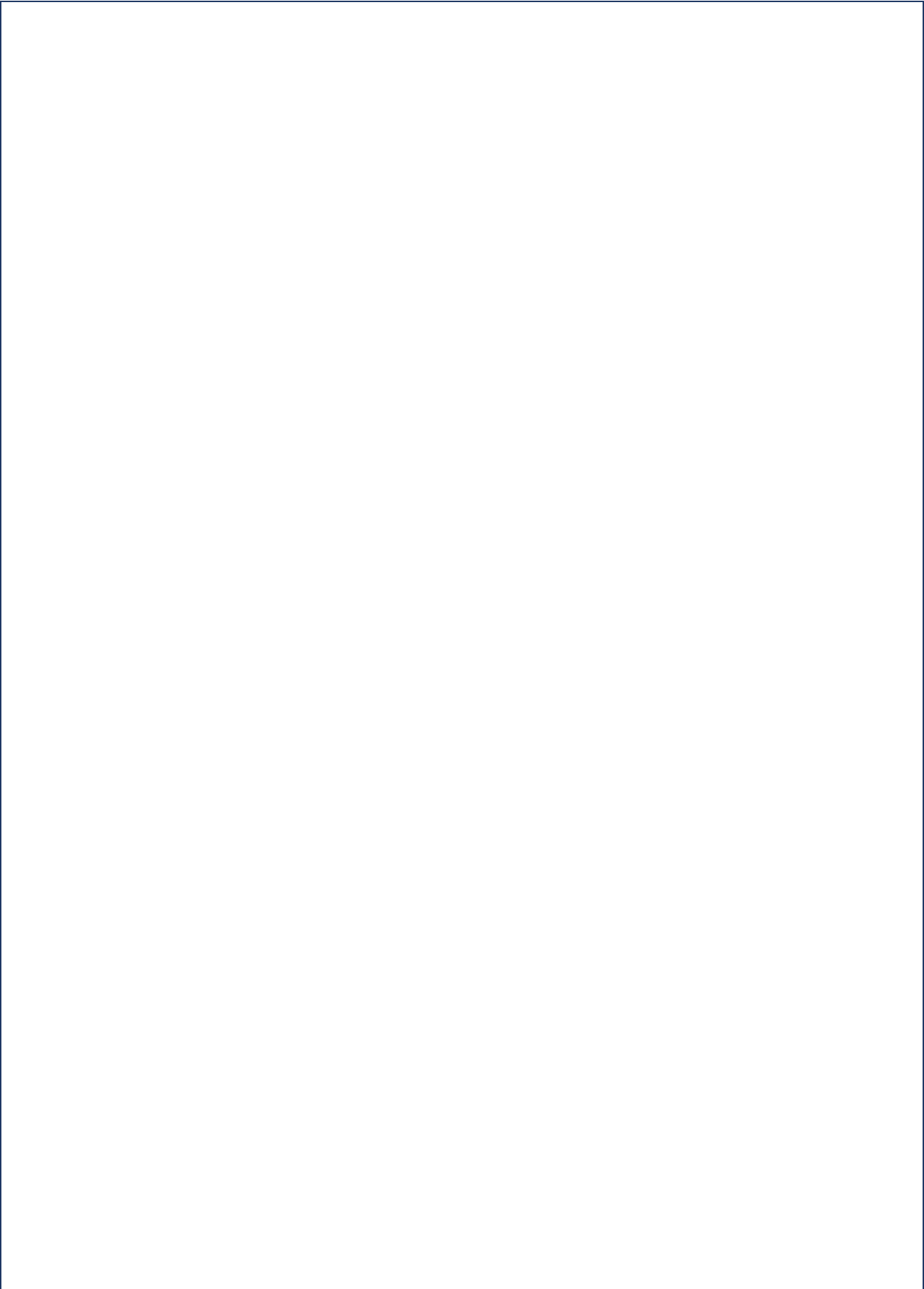
From:	To:	Employer: Name and Address:	Post:	Reason for leaving

Please give details of other interests, including involvement in voluntary organisations, which you consider relevant:

**Experience/Relevant Skills**

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criteria detailed on the person specification and provide examples of how you meet these. If the post you have applied for includes Core Management Competencies on the job description, you will need to demonstrate how you meet the criterion for these competencies.

If you need to continue beyond these pages of the form please use A4 size white paper.



**Do you have any relationship (i.e. family, friends) with anyone currently working for the Alliance?** Yes  No   
If yes, please provide details below:

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**Declaration**

Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a withdrawal of any offer of employment.

I declare that the information given on this form is to the best of my knowledge correct and complete and can be treated as part of any subsequent contact of employment.

I understand that the Pre-school Learning Alliance may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the Alliance.

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Signature:

Date: