



Girton Cottontails Preschool and Forest School Job Application Form

Application for the post
of: _____

Personal details

Forename: _____ Surname: _____

Address: _____

Home no: _____ Mobile no: _____

Work no: _____ Can we ring you at work? Yes No

Email address: _____

References

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be your line manager at your current/last employer. Please do not use relatives, partners or friends as referees.

Name: _____

Position held and relationship: _____

Organisation name and
address: _____

Telephone no: _____ Email address: _____

May we contact the referee before interview? Yes No

Name: _____

Position held and relationship: _____

Organisation name and
address: _____

Telephone no: _____ Email address: _____

May we contact the referee before interview? Yes No

Recruitment monitoring form – confidential

We are committed to equal opportunities 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 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 favorable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for: _____

Name (forenames and surname in full): _____

Date of birth: _____ Age: _____

If you are invited to attend an interview or take up employment and require special arrangements, please give details below:

Do you consider yourself to have a disability? Yes No

Gender: Male Female

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

White

White British

Black British

Bangladeshi

White Irish

Black African

Pakistani

White other

Black Caribbean

Indian

Black other

Asian other

Chinese

Chinese

White and Black Caribbean

Chinese other

White and Black African

White and Black Asian

Other please state: _____

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

Are you on either of the two lists banning you from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)? Yes No

If yes, please give details and dates in the space provided below:

Do you need a work permit to work in the UK? Yes No

National Insurance
Number: _____

How did you find out about this vacancy? (If a newspaper/journal/website please give the name.)

I consent to [name of early years setting] holding the data in the equal opportunities section of this form in their database and manual file.

Signature of applicant: _____ Date: _____

Qualifications achieved (start with the most recent)

Secondary schools, colleges, universities	From	To	Brief details of course and qualifications taken	Grade

Please give details of any studies currently being undertaken:

Secondary schools, colleges, universities	From	To	Brief details of course and qualifications taken	Predicted grade

Professional or other qualifications, apprenticeships, memberships of professional organisations:

Any other training you have received which you consider relevant:

If you do not hold a relevant Early Years qualification, please state if you are willing to study towards one as part of your employment?

Yes

No

Employment history**Current/most recent employment:**

Name and address of employer: _____

Date started: _____

Date ended (if employment has ended): _____

Notice required (if still employed): _____

Job title: _____ Basic salary per annum: _____

Brief description of duties: _____

Reason for leaving (or intending to leave if still employed): _____

Other employment/career history starting with the most recent:

Please give your full employment history; accounting for any gaps
(continue on a separate sheet of paper if necessary).

Post	From	To	Employer/organisation name and address	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, please state how your experience and achievements to date would make you a suitable candidate for this post.

If you need to continue beyond this page of the form, please use A4 sized white paper

Why early years?

Please give details of why you would like this post, what interests you about the job?

If you need to continue beyond this page of the form, please use A4 sized white paper

Do you have a driving license? Yes No

Do you have access to a vehicle? Yes No

Do you have access to public transport? Yes No

Do you have any relationship (i.e. family, friends) with anyone working for Girton Cottontails Preschool? Yes No

Declaration

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

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

I understand that the Girton Cottontails Preschool may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the preschool.

Signature of applicant: _____ Date: _____

Please return this application marked 'CONFIDENTIAL' to:

Girton Cottontails Preschool
Girton Glebe Primary School
Cambridge Road
Girton
Cambridge
CB3 0PN