



## North Leigh Pre-school

Park Road,  
North Leigh

Oxon OX29 6SS

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Email: [northleighpre-school@outlook.com](mailto:northleighpre-school@outlook.com)

## APPLICATION FORM

Please Ensure that you fill in all parts of the application form. Checks may be carried out to verify the information you provide on the application form.

Post applied for:

### Personal Information

Surname:	Forenames:
Title: Mr/Mrs/Miss/Ms/Dr/Other	
Address:	
Postcode:	
Contact details:	Home: Work: (if convenient): Mobile: Email:
National Insurance Number:	

## Education/Professional/Vocational Qualifications/Membership

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested.

Institution	From	To	Examinations Passed/Qualifications Gained
University or College			
Schools			
Current Membership of Professional Bodies		Date elected	Designatory letters
<b>Continuing Professional Development</b> Give details of the most recent, relevant courses attended and indicate any awards earned.			
Subject	Provider	Duration	Dates

## Reasons for Applying for this Post

Please use the space below to write in support of your application (You may use an extra sheet if this enables you to set your thoughts out more clearly).

You should include your reasons for applying, as well as a summary of how you see the work, education, training experiences and skill set/personal qualities you have as being particularly relevant to the responsibilities in this post, as set out in the job description and person specification you have received.

In addition, if you consider them relevant to the post, you may wish to give details of leisure pursuits and/or details of any voluntary work you undertake.

## Previous Employment

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. (Please continue on a separate sheet if necessary.)

Employer's Name and Address	From	To	Job Title and summary of Main Duties	Salary	Reasons for Leaving
Please give the reason and duration of any period(s) longer than one month when you have not been in employment since leaving full-time education					

### Additional details:

1. Is anyone in your household or family an employee or committee member of North Leigh Pre-school? Yes/No

If you have answered Yes to the question above, please provide details:

2. To comply with the Asylum and Immigration legislation, during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK? Yes/No

If YES, please give work permit number:

3. Under the Working Time Directive, you should not work more than 48 hours A week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? Yes/No

If YES, please give details:

### References

We shall require a reference from your present or most recent employer. Please note that, except in very unusual circumstances, any appointment we make will be conditional upon receipt of a satisfactory reference from your present employer. It is our normal practice to request references before interviews, although the panel does not see them until a decision has been reached.

Please indicate below whether you are willing for us to approach your current employer now

Current employer (1 <sup>st</sup> Referee)	2 <sup>nd</sup> Referee
Name: _____	Name: _____
Position: _____	Position: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____
E-mail: _____	E-mail: _____
In what capacity does the above know you?	In what capacity does the above know you?
<b>Contact referee now?      Yes/No</b>	<b>Contact referee now?      Yes/No</b>

North Leigh Pre-school aims to provide equality of opportunity for all with the right mix of talent, skills and potential. North Leigh Pre-school abides by the Disclosure and Barring Service Code of Conduct; a copy is available on request or visit [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstance and background of your offence(s). As North Leigh Pre-school meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children or positions with the financial field, will be subject to a criminal record check with the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending against you.** Failure to disclose this information may result in disciplinary action or dismissal and may lead to criminal proceedings.

I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered ‘spent’.

Please tick as appropriate:

I do **not** have any criminal offences held against me

I **do** have criminal offences or prosecutions pending against me

If you do have criminal offences held against you, you must record full details in a separate, sealed envelope marked with your name and “Confidential: Criminal Record Declaration” and enclose this with your application.

Signed:

Date:

## Declaration

I agree that any offer of employment with North Leigh Pre-school is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 2018 General Data Protection Regulations, it is agreed that North Leigh Pre-school may hold and use personal about me for personnel reasons and to enable the setting to keep in touch with me. I understand that if my application is unsuccessful that this form will be securely destroyed, and that none of my personal information will be retained or passed on to anyone.

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications of necessary information to verify the content. I understand my application may be rejected and/or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.

Signed:

Date:

### FOR OFFICE USE ONLY:

Date of interview:

Safe recruitment checklist	Seen by
Education certificates (originals)	
Qualification certificates (originals)	
Photographic Proof of Identity (passport, driving licence or other)	
Proof of address: bank statement, utility bill etc	
<u>Employment history:</u> Gaps in history checked and satisfactory  Reference 1 received and satisfactory  Reference 2 received and satisfactory	
Satisfactory enhanced DBS disclosure seen and checked via DBS Update Service.	