**Job Application Form**

**All information given will be processed in accordance to the Data Protection Act 1989. This means that the information will be kept securely and confidentially and only disclosed to an appropriate authority. We operate an Equal Opportunities Policy which ensures that no applicant is treated less favourable on grounds of gender, race, colour, nationality, ethnicity, disability, sexual orientation or religion.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job applied for** | | | | | |
| **About you**  Title: (please delete as appropriate) Mr / Mrs / Miss / Ms  Surname:  First names:  (please underline the name by which you wish to be known)  Any other name that you have been known by: | | | Address:  Postcode: | | |
| Home telephone: Mobile:  Work telephone: Email address: | | | | | |
| Date of birth: | | | National Insurance number: | | |
| Are you eligible to work in the European Community? Yes / No  Do you have any disability that may affect your application or employment? Yes / No  If yes, please give details  We ask this question to enable us to consider any adjustments that we can make, either to the recruitment process itself or in employment in order to assist you. | | | | | |
| If appointed, how soon can you start the job? | | | | | |
| **Your education, training and development** | | | | | |
| Year | Schools / colleges / Organisation | | Qualifications gained | | Grade |
| **Present or last job** (We will contact them for a reference)  Employer’s full name and postal address: Post held:  Name of Reference contact if different:  Contact number: Email address:  Date started job: Date left job (if appropriate):  Do you have a current DBS Certificate? Yes/No  Please give a brief description of your duties and responsibilities: | | | | | |
| **Please list previous jobs, starting with most recent** (continue on additional sheet provided if necessary) | | | | | |
| Dates | | Employer | | Duties undertaken | |
| **Please tell us why you would like this job**  You might want to tell us about why this is your chosen career or how you meet the person specifications etc. | | | | | |
| **Please tell us about your relevant experience and knowledge to the following areas:**  Previous experience in Early Years including any voluntary experiences:  Your desire to learn (any qualifications or training you may wish to undertake etc.)  Your hobbies and interests  (You may wish to continue on additional sheet) | | | | | |
| **Additional References**  Please give the name and address of two referees who can comment on your suitability for this post, in addition to your present or last employer above who will also be contacted. If you were known by a different name, please state this. **References from relatives are not acceptable.** | | | | | |
| **Referee 1** | | | **Referee 2** | | |
| Name:  Position:  Address:  Post code:  Email address:  Contact number:  How do they know you? | | | Name:  Position:  Address:  Post code:  Email address:  Contact number:  How do they know you? | | |
| **Declaration**  The position for which you are applying involves substantial access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as “spent” under this act. The information you give will be treated in confidence and will only be taken into account in relation to an application where this exemption applies. The disclosure of a criminal record will not debar you from appointment unless the company considers that the conviction renders you unsuitable for employment. In making this decision we will consider the nature of the offence. How long ago it occurred, at what age you were when it was committed and any other factor which maybe relevant. Failure to declare a conviction may however disqualify you from appointment or result in summary dismissal if a discrepancy is revealed once appointed. We manage our disclosures in line with the DBS guidance. As part of our commitment to safeguarding further checks will be made throughout your employment.   * Have you ever been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence? YES/NO * Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final written warning? YES/NO * Has your name been placed on the DBS barring list? YES/NO * Have you committed any offences against a child? YES/NO * Have you committed any offences against an adult? YES/NO * Have you been barred from working with children (by the DBS?) YES/NO * Are you living with someone who is barred from working with children (by the DBS?) YES/NO * Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006? YES/NO * Do you have any medical conditions that could affect your ability to care for children? YES/NO   If you have answered yes to any of the questions above, please give details below. You may use the additional sheet provided if necessary:  **I have read and understood Little Londoners Safer Recruitment policy linked with this application. I give my consent for the referees mentioned to be contacted.** **I confirm that the information given on this form is to the best of my knowledge, true and complete. I understand that any false statements may be sufficient cause for rejection or if employed summary dismissal.**  **Please print your full name:**  **Signed: Date:**  **Additional sheet** | | | | | |