

Job Application Form

Application for the post of: **Pre-school Team Manager**

Job reference no: **TM001**

Closing date:

Personal

First Name:

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 to you:

Organisation name and address:

Telephone no:

Email address:

May we contact the referee before interview?

Yes

No

Name:

Position held and relationship to you:

Organisation name and address:

Telephone no:

Email address:

May we contact the referee before interview?

Yes

No

Recruitment Monitoring Form – CONFIDENTIAL

Equal Opportunities

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 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 received less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for:

Name (forename(s) and surname in full):

Date of birth: Age:

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

Disability:

Do you consider yourself to have a disability? Yes No

Gender:

Male Female

Ethnic Origin

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

White

White British
White Irish
White other

Black

Black British
Black African
Black Caribbean
Black other

Asian

Bangladeshi
Pakistani
Indian
Asian other

Chinese

Chinese
Chinese other

Mixed

White and Black Caribbean
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 the List 99 disqualified from working with children or subject sanctions imposed by a regulatory body? Yes No

If yes, please give details and date(s) 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? (please give the name of the newspaper/journal/website)

I consent to Noah's Ark Pre-school holding the data in the equal opportunities section of this form in your database and manual file.

Signature of applicant: Date:

Qualifications achieved (start with most recent):

Secondary Schools, Colleges, Universities	From:	To:	Brief details of course/qualifications undertaken:	Grade:

Study currently being undertaken:

Secondary Schools Colleges, Universities	From:	To:	Brief details of course/qualifications undertaken:	Grade (if known):

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

--

Other training you have received which you consider relevant:

--

Employment History:

Current/most recent employment:

Name and address of employer:

[Redacted area for employer name and address]

Date started: [Redacted] Until: [Redacted] Notice required: [Redacted]

Job Title: [Redacted]

Hours worked: [Redacted] Basic salary per annum: [Redacted]

Brief description of duties:

[Redacted area for brief description of duties]

Reason for leaving:

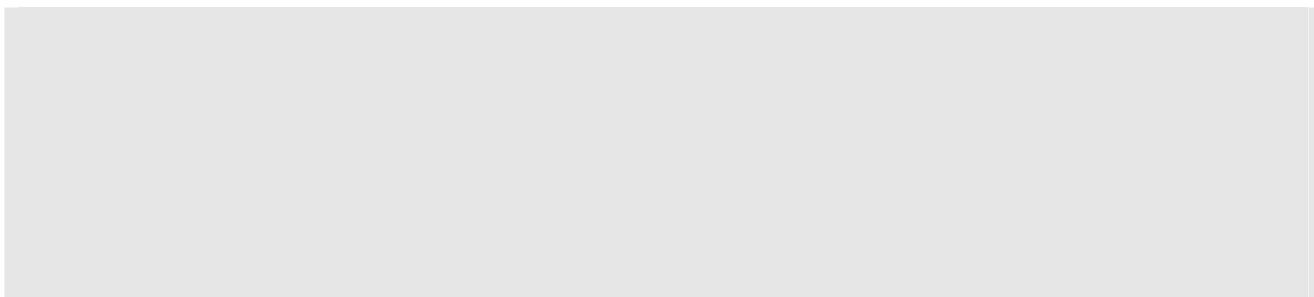
[Redacted area for reason for leaving]

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).

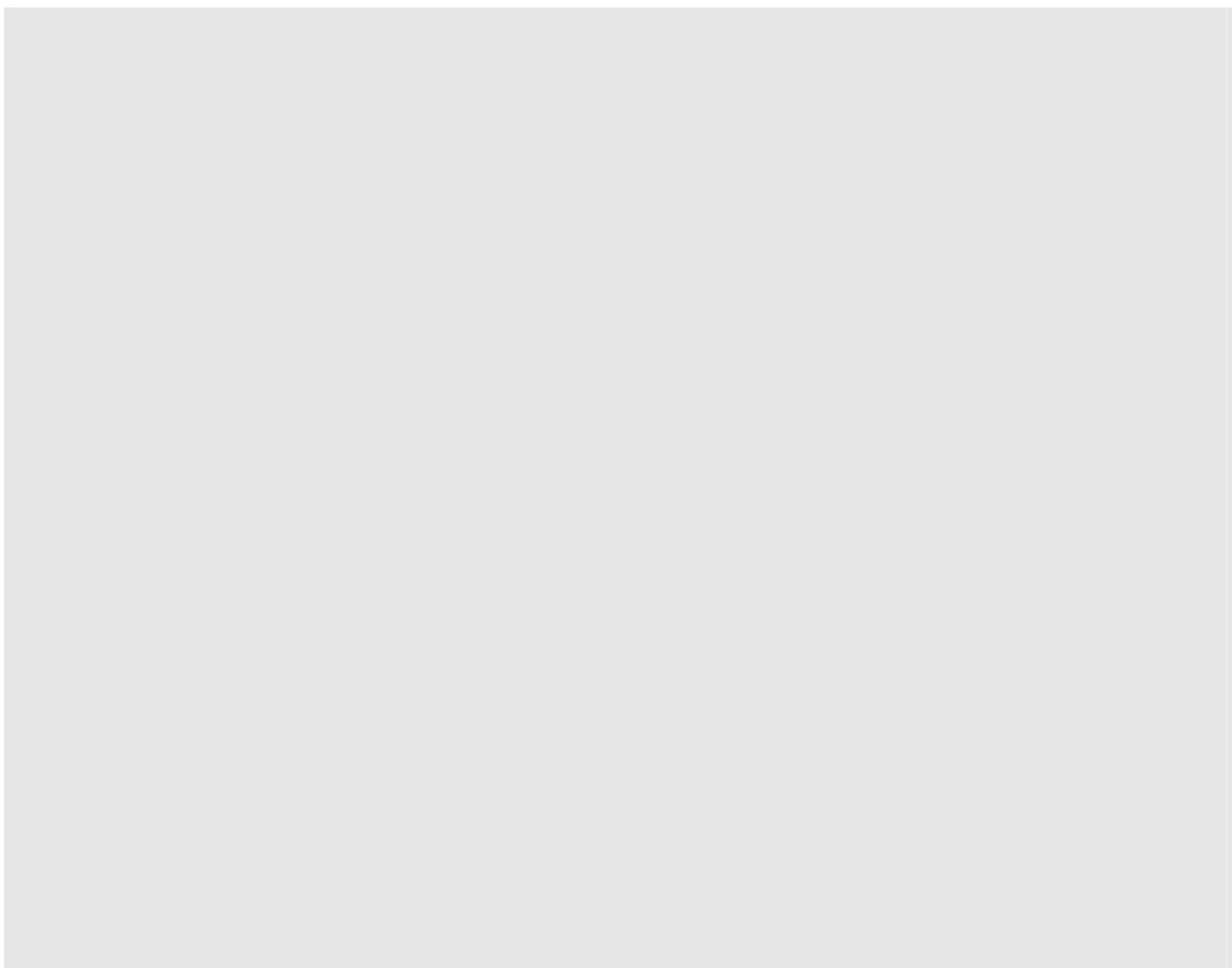
From:	To:	Employer/Organisation name and address:	Post:	Reason for leaving:

Please give details of other interests including involvement in voluntary organizations 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 you need to continue beyond these pages of the form please use A4 sized white paper.



DISABILITY OR HEALTH PROBLEMS DO NOT PRECLUDE FULL CONSIDERATION FOR THE JOB AND APPLICATIONS FROM DISABLED PERSONS ARE WELCOMED.

Health:

Please give number of sick days in the last 12 months:

Please give number of separate occurrences if illness in last 12 months:

Travel:

Do you have a driving licence?

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 currently working for the pre-school?

Yes No

Declaration

Any of the above particulars may be subject to checks.

- 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 pre-school may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the pre-school.*

Signature:

Date:

Please email to jobs@noahsark-ipswich.org.uk or return in an envelope marked 'CONFIDENTIAL' to:

Mrs. Laura Rust

Noah's Ark Pre School

St John's Church Hall

Cauldwell Hall Road

Ipswich, Suffolk.

IP4 4QE