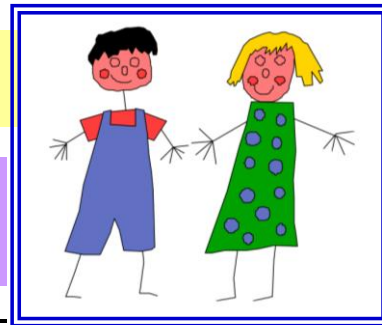


Charminster Pre-school - Application Form



Please complete this application form in black ink.
If you would prefer, this form can be emailed to you.

Post applied for:

Where did you see this post advertised?:

PERSONAL DETAILS:

Surname:

Former Name(s):

Forename(s):

Preferred Title:

Address:

Postcode:

Email address:

Home telephone number:
(include code)

Office / work number:
(include code)

National Insurance Number:

/ / / /

Do you have use of a vehicle or other
appropriate means of transport?:

Do you possess a current driving licence?

YES / NO

YES / NO

PRESENT EMPLOYMENT

Employer's Name:

Address:

Postcode:

Post held:

Current salary: £

Date appointed:

Period of notice required:

Please give a brief description of your current duties and responsibilities in the space below:

EDUCATION, QUALIFICATIONS AND TRAINING:

Shortlisted candidates will be expected to provide evidence of the qualifications listed on this application

Qualifications taken or to be taken	Awarding Body:	Date:	Grade/Level

Any other relevant qualifications and training, including membership of professional bodies and short courses attended:

PREVIOUS EMPLOYMENT HISTORY: (most recent first)

Please include full details of any full-time, part-time and voluntary employment with end dates and brief explanations of any periods not in employment.

Post held:	Name and Address of employer	Dates: (month and year)		Salary / Grade
		FROM:	TO:	

RELEVANT EXPERIENCE:

Please use this section to explain how your skills, experience and knowledge make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities which you consider to be relevant to the position. In completing this section, please refer to the requirements in the Job Description and Person Specification:

Please continue on a separate sheet if necessary

DISABILITY:

Charminster Pre-School welcomes applications from disabled people and all sections of the community. For this purpose 'disability' means any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities:

Please confirm, therefore, whether you have a disability:

YES

NO

If 'YES' please indicate below if (a) you have and special requirements regarding attendance at interview and/or (b) if you are aware of any adjustments that the school could make to help you carry out the job:

REFERENCES:

Please give the names, addresses and telephone numbers of two referees, one of whom should be your current or most recent employer. The Charminster Pre-School also reserves the right to approach any previous employer to confirm factual information about your previous employment record:

Note: references may be taken up prior to interview if you are shortlisted:

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel No. (inc. code):	Tel No. (inc. code):
Email Address:	Email Address:
Relationship to you (e.g. manager):	Relationship to you (e.g. manager):

If you wish to be contacted before references are taken up, please give details below:

DECLARATIONS:

Spent convictions:

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You are required to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings.

Do you have any spent or unspent convictions, cautions, reprimands or warnings? YES NO

Safeguarding Children:

Are you on List 99 or disqualified from working with children? YES NO

THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO UNDERGO AN ENHANCED DBS CHECK

For the purposes of the GDPR 2018 I give consent to this form and related information being processed and retained on file, and to the Charminster Pre-School Committee / Charminster Pre-School verifying the information I have provided with relevant third parties in administrating its recruitment process.

I declare that the information given on this form is to the best of my knowledge and belief correct and I understand that if I give you any false information or fail to provide full and complete information it may lead to my dismissal if I am appointed. I further understand that canvassing Staff Members or Committee Members either directly or indirectly will disqualify me for appointment.

Signature:

Date:



When you have completed this form please send it to the
Pre-school Leader:

Charminster Pre-school, c/o St Mary's First School, West Hill,
Charminster, Dorchester, Dorset. DT2 9RD

