



MOULTON PRE-SCHOOL
Moulton Village Hall, Bridge Street, Moulton, Suffolk, CB8 8SP
Tel No: 07958 290837

JOB APPLICATION FORM
Position
Pre-School Practitioner

Moulton Pre-School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the Pre-school's safeguarding/child protection policy is available on the Pre-school's website.

Moulton Pre-school is committed to being an equal opportunities education provider and will promote equal treatment for all members of the pre-school community. The principles of equal treatment guide the way the pre-school recruits, trains and promotes employees.

This application form must be completed in full. A CV will not be accepted instead.

1. Personal details

| | |
|-------------------------------|------------------------------|
| Title (Mr, Mrs, Ms) | National Insurance No |
| Forenames | Home Tel. |
| Last Name: | Mobile Tel. |
| Address | Work Tel. |
| Town | e-mail (home) |
| County Postcode | |

Do you have a disability/long term illness which may affect your ability to carry out the job role effectively?

Yes No

If yes, please give details:

Please give details of how you learned of this vacancy.

Please indicate if you know any existing employees or committee members at the pre-school, and if so, how you know them.

2. Current or most recent employer

| | |
|---|--|
| Name of Employer Address | Title of post held Current / latest salary and any benefits Weekly hours |
| Date started in post | Date of leaving (if relevant) |
| Notice period/ Date available to start | Reason for leaving |
| Please describe your current post giving details of your main duties: | |

3. Employment History

Previous employment or voluntary work history since leaving full time education, in chronological order with most recent first.

| Date: From To | | Name of organisation and nature of business | Job title / role with brief indication of main duties and responsibilities | Reason for leaving |
|------------------|--|---|--|--------------------|
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- 4. If there are any gaps in your employment history since leaving full time education please give details and dates.**

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5. Education and Qualifications

| Secondary education (CSE, GCE, GCSE, RSA, A Levels etc) | | | | | | |
|--|-------|------------|----|---------|-------|---------------------|
| Examination | Level | Subject(s) | | | Grade | Date of Exam |
| | | | | | | |
| FURTHER AND HIGHER EDUCATION (Degree, Diploma, BTEC, City & guilds, NVQ etc) | | | | | | |
| Institution | Dates | Full | PT | Subject | | Pass Level or Grade |
| | | | | | | |

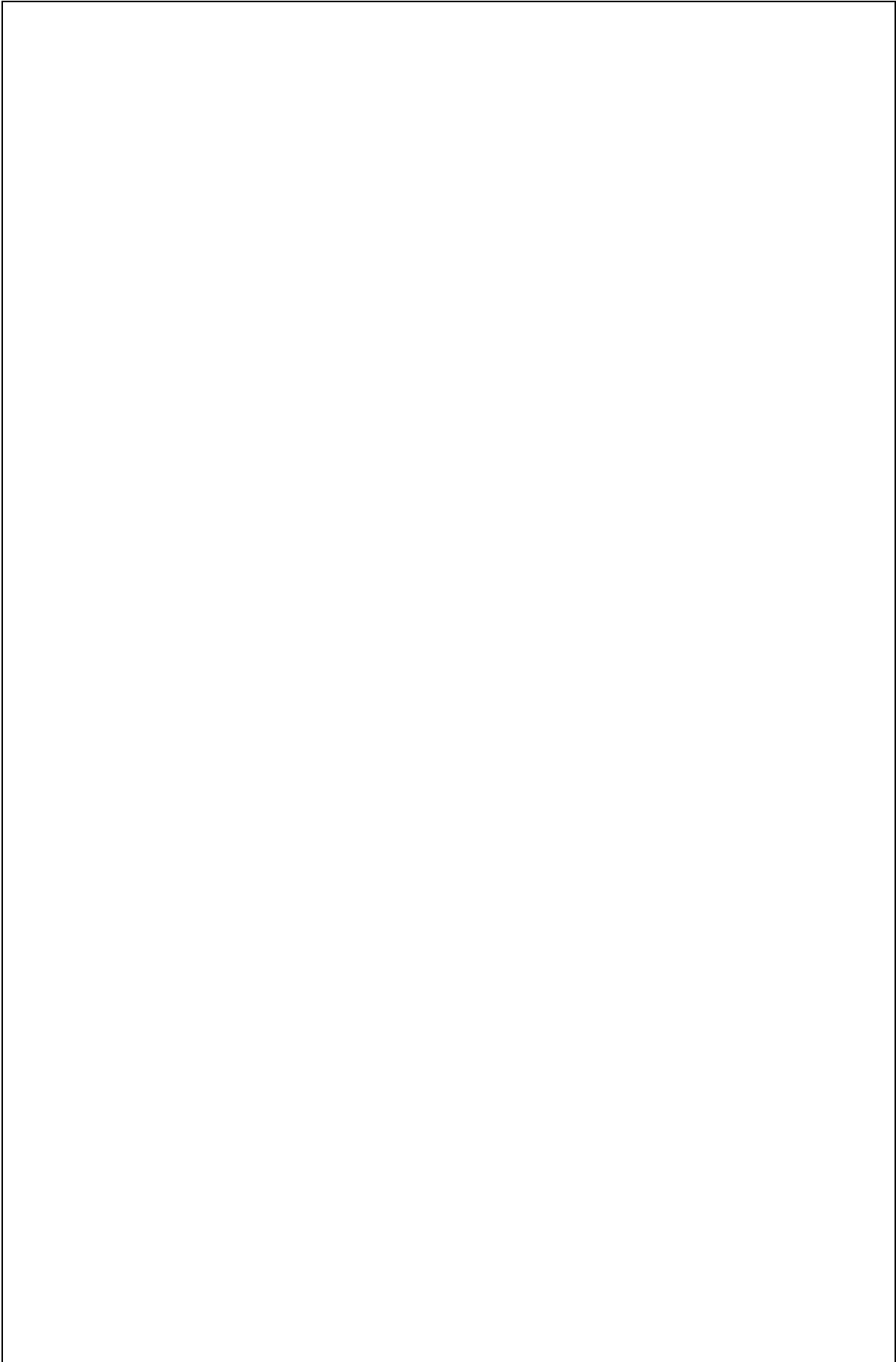
6. Relevant Training Since Leaving Full Time Education

Training and qualifications, in chronological order with most recent first. Examples could include: short courses, skills training, external awards/activities, etc.

| Provider of Training/ or membership of professional bodies | Start date | End date | Course titles and qualifications obtained |
|--|------------|----------|---|
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7. Personal Statement

Can you tell us a little more about yourself? Please also give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. If required, please continue on a separate sheet.



8. References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The committee intends to take up references on all shortlisted candidates before interview. The committee may also telephone your referees in order to verify the reference they have provided.

Referee 1:

Name:

Position:

Organisation:

Address:

Telephone No:

Email address:

Relationship to you:

May we contact prior to interview?

Referee 2:

Name:

Position:

Organisation:

Address:

Telephone No:

Email address:

Relationship to you:

May we contact prior to interview?

9. Information for recruitment administration

If there is anything you wish to inform us of please provide details here (e.g. dates you are unavailable for interview).

10. How we use your information

We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

11. Criminal Record

The Pre-School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for all positions at the School which amount to regulated activity. It is unlawful for the Pre-School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Pre-school. If you are successful in your application you will be required to complete a DBS Disclosure application. Employment with the Pre-school is conditional upon the committee being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

It is a condition of your application that you answer the questions below.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country?

You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules.

Is there any relevant court action pending against you?

Sanctions, Restrictions and Prohibitions

Are you named on the Children's Barred List or otherwise disqualified from working with children?

To the best of your knowledge, are you disqualified from working in early years' provision or later years' provision with children under the age of eight?

If answering "Yes" to any of the above questions (under Criminal Records or Sanctions, Restrictions and Prohibitions), please provide details on a separate sheet and send this in a sealed envelope marked "Confidential" with your application form. This information will remain separate and be processed confidentially as part of your application, in accordance with the Pre-school's Recruitment Selection and Disclosure Policy and Procedure.

12. Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.

By checking this box, I agree to the above Declaration.