# http://t1.gstatic.com/images?q=tbn:ANd9GcQD3orZ97IOuALbSa4LqQNHvel09tcPvsT-VAyjawRYyNHVw6k5Dw

# Gotham Pre-School Playgroup

# Job application form

|  |  |  |  |
| --- | --- | --- | --- |
| Application for the post of: |  | | |
|  | | | |
| Job reference no: |  | Closing date: |  |

**Section 1: Personal details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Forename: |  | Surname: |  | | | | |
|  | | | | | | | |
| Address: |  | | | | | | |
|  |  | | | | | | |
|  |  | | | | | | |
|  | | | | | | | |
| Home no: |  | Mobile no: |  | | | | |
|  | | | | | | | |
| Work no: |  | Can we ring you at work? | | Yes |  | No |  |
|  | | | | | | | |
| Email address: |  | | | | | | |

**Section 2: 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. If you are unable to provide 2 referees please explain on a separate sheet.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | | |
|  | |  | | | | | | |
| Position held and relationship: | |  | | | | | | |
|  | |  | | | | | | |
| Organisation name and address: | |  | | | | | | |
|  | | | | | | |
|  | |  | | | | | | |
|  | |  | | | | | | |
| Telephone no: |  | | Email address: |  | | | | |
|  |  | | | | | | | |
| May we contact the referee before interview? | | | | | Yes |  | No |  |
|  | | | | |  |  |  |  |
| Name: |  | | | | | | | |
|  | |  | | | | | | |
| Position held and relationship: | |  | | | | | | |
|  | |  | | | | | | |
| Organisation name and address: | |  | | | | | | |
|  | | | | | | |
|  | |  | | | | | | |
|  | |  | | | | | | |
| Telephone no: |  | | Email address: |  | | | | |
|  |  | | | | | | | |
| May we contact the referee before interview? | | | | | Yes |  | No |  |

**Section 3: Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications achieved (start with the most recent)** | | | | |
| **Secondary schools, colleges, universities** | **From** | **To** | **Brief details of course and qualifications taken** | **Grade** |
|  |  |  |  |  |
| **Study currently being undertaken:** | | | | |
| **Secondary schools, colleges, universities** | **From** | **To** | **Brief details of course and qualifications taken** | **Grade** |
|  |  |  |  |  |
| Professional or other qualifications, apprenticeships, memberships of professional organisations: | | | | |
|  | | | | |
| Other training you have received which you consider relevant: | | | | |
|  | | | | |

**Section 4: Employment history**

**Current/most recent employment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of employer: | | |  | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
| Date started: |  | | | | |
|  |  | | | | |
| Until: |  | | | Notice required: |  |
|  |  | | |  |  |
| Job title: |  | | | Basic salary per annum: |  |
|  | | |  | | |
| Brief description of duties: | |  | | | |
|  | |  | | | |
| Reason for leaving: | |  | | | |

**Other employment/career history starting with the most recent:**

*For posts which involve working with children, please give your full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **From** | **To** | **Employer/organisation name and address** | **Reason for leaving** |
|  |  |  |  |  |
| Please give details of other interests, including involvement in voluntary organisations, which you consider relevant: | | | | |
|  | | | | |

**Section 5: 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 of the criteria detailed on the person specification and provide examples of how you meet these.*

*If you need to continue beyond this page of the form, please use A4 sized white paper.*

**Section 6: Additional Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a driving license? | 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 working for the | Yes |  | No |  |
| provision? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you need a work permit to work in the UK? | Yes |  | No |  |

National Insurance No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you find out about this vacancy?

**Declaration**

*Any of the above particulars may be subject to verification. 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 Gotham Pre-School Playgroup may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the setting.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of applicant: |  | Date: |  |

Please return this application form with your completed employee disclosure and barring declaration and consent form in an A4 sized envelope marked ‘CONFIDENTIAL’ to:

Roxanne Nicholls (Chair)

Gotham Pre-School Playgroup

Gotham Primary School

Kegworth Road

Gotham

Nottingham

NG11 0JS

Gotham.playgroup.committee@gmail.com