

# Job Application Form

## Early Years Support Assistant

<b>Personal details</b>		
Title:	Forename(s):	Surname:
Preferred pronoun:	Contact number:	Email:
Address:		
Post code:		

### References

Please supply the names and contact details for 2 people. At least one should be your present or most recent employer and the other could be someone who has known you for at least 2 years. We cannot accept references from relatives or partners.

#### Reference 1

Employer name:

Organisation name and address:

Email:

Contact telephone number:

May we contact them before interview? Yes/No

#### Reference 2

Name:  
Address:  
Email:  
Contact telephone number:  
How do you know this person?  
May we contact them before interview? Yes/No

**Employment History (starting with the most recent)**

Place of work and role:	Dates from:	Dates to:	Reason for leaving:
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Current notice period for present job:	
Do you have the right to work in the UK?	Yes/No

Please give details of your interests/hobbies including involvement in any voluntary organisations which you consider relevant:

<b>Education and Qualifications</b>				
Secondary School, College and university attended (including online qualifications)	From	To	Qualification taken	Grade

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Any other qualifications you deem relevant to the post?

### **Relevant Experience**

Having read the job description and person specification-please state how your achievements and experience to date would make you a suitable person for this post.

### **Self-Declaration**

Due to the nature of the work, this employment is exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. All applicants must disclose details of any criminal offences, reprimands or warnings which for other purposes may be considered as "spent".

An Enhanced DBS check will be required for applicants selected for appointment. Information received will be kept confidential and only used in relation to the position.

Have you ever been subject to any disciplinary procedures in any capacity?

If yes- please provide more details.

Are you on either of the two lists barring you from working with children or vulnerable adults imposed by the Disclosure and Barring service (DBS)

Yes/No

Yes/No

If you have answered "YES" to any of the above, please provide details:

I declare that all the above statements are to the best of my knowledge true and complete. I understand that any misrepresentation will invalidate my application and, if employed, could lead to the termination of my Contract of Employment

Signature and date:

**Thank you for your application!**

**Please return by post to Addingham Preschool, C/O Addingham Primary School, Bolton Road Addingham LS29 0NR. Or-you may hand it directly to us but please bear in mind that we are on half term Monday 16<sup>th</sup>-20<sup>th</sup> Feb. Applications can also be emailed and these will be picked up during the half term.**

## **Recruitment Monitoring Form-confidential**

We are committed to equal opportunities in employment. As part of this policy, all applicants for this employment are requested to complete this section for 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 we decide to invite you to interview or offer employment. As an equal opportunity employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Please help us to achieve our aim by answering the following questions:

Position applied for:			
Full name:			
DOB			
Age			
If you are invited to attend an interview or take up employment and require special arrangements, please give details below:			
Do you consider yourself to have a disability?	Yes	No	
Gender	Male	Female	Other
Please describe your race or ethnic origin below:			

THANK YOU