



ST MICHAEL'S PRE-SCHOOL
 Whaddon Lane
 Hilperton
 Trowbridge
 BA14 7RN

Tel: 07849 722670
 Email: Office@st-michaels-preschool.uk

JOB APPLICATION FORM

Application for the post of	
Closing Date	

Personal Details

Forename(s)			Surname	
Address				

Home Tel No.		Mobile No.	
Work Tel No.		Can we ring you at work	YES / NO

Email Address	
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Qualifications achieved - start with the most recent

School/College/University attended	Date from	Date to	Brief details of course and qualifications taken	Grade achieved

If called for interview you will be required to show evidence of qualifications achieved

Study currently being undertaken

School/College/University attended	Date from	Date to	Brief details of course and qualifications taken	Grade achieved

Professional or other qualifications, apprenticeships, memberships of professional organisations

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Other training you have received which you consider relevant

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Employment History

Current/most recent employment

Name of Employer			
Address of Employer			
Date employment started		Date employment terminated (if applicable)	
Job Title		Basic salary per annum	
Brief description of duties			
Reason for leaving (if applicable)			

Other employment/career history starting with the most recent – Please ensure you give your full employment history accounting for any gaps (continue on a separate sheet of paper if necessary).

Post	Date from	Date to	Employer/organisation name and address	Reason for leaving

Other Interests - Please give details of other interests, including involvement in voluntary organisations, which you consider relevant

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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.

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Do you

Please tick

Have a driving licence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have access to a vehicle	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have access to public transport	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have any relationship (i.e. family, friends) with anyone working for this provision?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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 place of employment. Please do not use relatives, partners or friends as referees.

Name				
Position held and working relationship				
Organisation name and address				
Email address				
Contact Tel No.				
May we contact the referee before interview?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Name				
Position held and working relationship				
Organisation name and address				
Email address				
Contact Tel No.				
May we contact the referee before interview?	Yes		No	

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 application 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 early years setting 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	
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Please return this application form with your completed employee disclosure and barring declaration and consent form in an A4 sized envelope marked CONFIDENTIAL to

The Chairperson
 St. Michael's Pre-school
 16A Horse Road
 Hilperton
 Wiltshire
 BA14 7PE

Or by emailing PDF copies to chair@st-michaels-preschool.uk



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Recruitment Monitoring form - confidential

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 receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religious or belief, sex or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for			
Name (forenames and surname in full)			
Date of Birth		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 (please tick as appropriate)	Male		Female		Other		

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

White		Black		Asian	
White British		Black British		Bangladeshi	
White Irish		Black African		Pakistani	
White Other		Black Caribbean		Indian	
		Black Other		Asian Other	

Chinese		Mixed	
Chinese		White and Black Caribbean	
Chinese Other		White and Black African	
		White and Black Asian	

Other

Other race or ethnic origin – please state	
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Continued – please complete all sections

Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974. As this post is within a setting where young children are on site you will be required to complete this section

Please tick

Have you ever been convicted, cautioned or reprimanded for a criminal offence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you on either of the two lists banning you from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered yes to either of the questions above please give details and dates in the space provided below

Please tick

Do you need a work permit to work in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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National Insurance Number	
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How did you find out about this vacancy? (If newspaper/journal/website please give the name)

I consent to St. Michael's Pre-school holding the data in the equal opportunities section of this form in their database and manual files.

Signature of applicant		Date	
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Employee Disclosure and Barring Declaration and Consent Form

Position applied for	
Name (forenames and surname in full)	

The role you have applied for requires an enhanced Disclosure and Barring Service (DBS) check with barred lists check and will require you to have an up to date DBS certificate for the duration of your employment. In order to ensure that your certificate remains up-to-date St. Michael's Pre-school requires you to subscribe to the DBS Update Service.

Once registered with the Update Service your certificate will be kept up to date by the DBS and your certificate becomes portable. You can take your certificate with you from role to role and employer to employer, where the same level and type of check is required, as long as you remain registered. This means you will not have to complete a DBS check application form every time you change job or employer.

This form is a declaration to confirm the following:

- I have registered with/will register with and subscribe to the Disclosure and Barring Update Service.
- I understand that as a condition of my continued employment I will maintain my subscription with the DBS Update Service.
- I will update the DBS of any changes in my personal circumstances e.g. change of address, name etc.
- I give St. Michael's Pre-school ongoing consent for the duration of my employment to carry out status checks to establish that my DBS Certificate is up to date
- I will present my original DBS certificate to St. Michael's Pre-school when requested, so that they are able to confirm that the certificate is the same type and level required for the role, to ensure that the right checks have been carried out and see what, if any, information was disclosed about me.
- I will provide St. Michael's Pre-school with my date of birth and DBS Certificate number to enable them to carry out the status checks.
- In the event a new certificate is required because there has been a change in status I will present the original copy of the DBS Certificate to St. Michael's Pre-school.

Signature of applicant		Date	
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Please return this form with your completed application form in an A4 sized envelope marked CONFIDENTIAL to

The Chairperson to the Trustees. St. Michael's Pre-school, 16A Horse Road, Hilperton, Wiltshire, BA14 7PE

Or by emailing PDF copies to chair@st-michaels-preschool.uk



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Staff Suitability self-declaration for St. Michael's Pre-school, Hilpertown – guidance notes are attached

This form is to be completed by all potential new staff prior to commencement of employment. The form must also be completed by all volunteers and students where an enhanced DBS check and barred lists check is required.

This should also be completed by all relevant staff on an annual basis. This form is to be completed in relation to staff who have job roles which involve working directly with children and young people or being directly involved in the management of such work. Guidance on completing the form is attached

Name	
Date of Birth	
Job Role	

Please answer the questions and sign the declaration below to demonstrate that you are suitable to work with children. Any false information recorded by staff will be treated seriously in line with the setting's disciplinary procedures. Please tick YES or NO against each question

Please tick

	Yes	No		
Are you aware of the statutory requirements relating to Disqualification by Association?				
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any relevant offence during your current or previous employment or since the date of your most recent enhanced DBS disclosure? Please note you must declare any offence that is not spent, or that is classed as relevant.				
Have you committed any offences against a child or adult (including offences committed overseas)?				
To the best of your knowledge has any person in your household (e.g. family member, partner, lodger) been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any relevant offence during your employment or since the date of your most recent enhanced DBS disclosure? Please note that you must disclose any offence or caution, reprimand or warning that is not spent or that is classed as relevant (including, without limitation, offences committed overseas).				
Have you been barred and/or disqualified from working with children or had your registration cancelled or refused in relation to childcare provision (such as children's homes, nurseries) or have you been prohibited from fostering or private fostering?				

To the best of your knowledge, are you living with someone who has been barred and/or disqualified from working with children or had their registration cancelled or refused in relation to childcare provision (such as children's homes, nurseries) or have they been prohibited from fostering or private fostering?	Yes		No	
Has your name been placed on the DBS children's barred list?	Yes		No	
Have your own children (or those of anyone living in your household to the best of your knowledge) been taken into care?	Yes		No	
Are your own children (or those of anyone living in your household to the best of our knowledge) the subject of a child protection plan?	Yes		No	
Do you have any medical conditions that could affect your ability to care for children?	Yes		No	

You have a duty to understand the information you are required to share with the setting in relation to your suitability. Guidance in relation to offences which are relevant can be found online at <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006#disqualification-criteria>.

If you are still unsure please discuss the details with the setting manager.

Declaration

I understand my responsibility to safeguard children and am aware that I must notify St. Michael's Pre-school of anything that may affect my suitability to work with children.

I will ensure I notify St. Michael's Pre-school of any changes to the information declared on this form.

I am aware that I must notify St. Michael's Pre-school if I am taking medication on a regular basis or experience any health concerns if either could affect my ability to work with children.

Signature		Date	
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To be completed by the setting as necessary

Follow up action taken, where relevant			
Signed by (manager/ Trustee/owner/director)		Date	

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The Chairperson to the Trustees. St. Michael's Pre-school, 16A Horse Road, Hilperton, Wiltshire, BA14 7PE

Or by emailing PDF copies to chair@st-michaels-preschool.uk

Guidance on completing the staff suitability self-declaration form

Please detail here any relevant convictions, court orders, cautions, reprimands and warnings that may affect your suitability to work with children. This includes any offences or cautions that have constituted violent or sexual offences against a child or adult or some other offences, for example, of a financial nature.

It is your duty as an employee to understand what information you need to share with your employer in relation to this. Guidance on the Rehabilitation of Offenders Act can be found online at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

This guidance is current as of November 2020 but employees need to ensure that they remain up to date with legislation and requirements reference can also be made to : Disqualification under the Childcare Act 2006 (HMG 2015).

It is our duty as an employer to ask responsibly and to request relevant information from the employee, or someone applying to become an employee, to ensure that the Data Protection act and Rehabilitation of Offenders Act are complied with.

As an employee you are also required to notify your employer, to the best of your knowledge, if anyone in your household (including family members, lodgers, your partner etc.) has any relevant convictions, court orders, reprimands and warnings or has been barred from or had registration refused or cancelled in relation to any childcare provision (see the guidance and questions on the self-declaration form).

As your employer, or potential employer, we will consider this information to ensure that any actions taken are proportionate. It is likely that if you have given any information regarding anyone else in your household we will need to consider how we can ascertain whether or not the information is accurate.