



**Burpham
Preschool**
in partnership with



Application Form

Please complete this form in black ink or type.

Post Applied for	
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PERSONAL DETAILS

Surname	First name(s)	Title	Date of birth
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Home address	
Post code:	
Telephone number: Day	Email
Evenings	

EDUCATIONAL HISTORY

Please list the schools, colleges and universities attended since the age of 11 with relevant dates		
Institution	Address	Dates (from/to)

Please detail academic and other qualifications gained		
Subject	Grade	Date

EMPLOYMENT HISTORY

Please give details of your employment history – beginning with your present / most recent job			
Employers name and address	Dates employed	Position held	Reason for leaving

SKILLS AND EXPERIENCE

Please tell us why you are applying for this position and outline how your skills and experience may be relevant to the responsibilities of the role. *(please expand this section as much as needed)*

Asylum and Immigration Act 1996

Under Section 8 of this act, we are required to make enquiries to ensure only those legally entitled to live and work in the United Kingdom are offered employment. If you are invited to interview, you will be asked to produce evidence of your right to work in the UK. This will include an original copy of one of the following: a P45, a pay slip, a P60, a card showing your National Insurance number or a passport.

Training

All applicants must agree to accept ongoing training and to attend required supervision or team meetings.

References

Please give names and addresses of 2 referees to support this application. Please ensure that these referees are not personal friends or family members.

	Referee 1	Referee 2
Name		
Address		
Telephone		
In what capacity do you know this referee?		

DECLARATION

I declare that the information contained above is true to the best of my knowledge, and that I am content for Burpham Preschool to hold and use personal information about me for personnel reasons connected with my employment. I agree that the information can be stored in both manual or computer form, according to the Data Protection Act 2018. For those not appointed the information will be destroyed three months after the closing date.	
Signed	Date

Please scan and email this form to grace@burphamchurch.org.uk or post to Burpham Preschool, Burpham Church Office, Church of the Holy Spirit, New Inn Lane Guildford Gu4 7HW

Please return before Thursday 21st July 2022
Interviews for this post are scheduled to take place w/c Monday July 25th

CONFIDENTIAL DATA

This section of the application form will only be shared with the Preschool Manager and will not be shared with others involved in the selection process.

CRIMINAL RECORDS DECLARATION

Because of the sensitive nature of the duties you will be asked to undertake in this post working with children and young people you are required to disclose details of any criminal record. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are 'spent' under provisions of the Act.

Have you ever been convicted or cautioned with respect to a criminal offence? Yes / No

If yes please give details including the nature of the offence(s) and dates (all convictions, whether spent or unspent, cautions, reprimands and final warnings should be disclosed). Please note: The disclosure of an offence may not prohibit your appointment.

If offered the post, do you agree to co-operate in obtaining a Disclosure and Baring Service Disclosure at the Enhanced level Yes / No

Please note that any job offer is subject to the satisfactory receipt of documentation including References and a DBS.

HEALTH

Do you suffer, or have you suffered any illness that may directly affect your work with children and young people? (If yes, please give details)

If offered the post, do you agree to complete a health questionnaire and, if requested, a medical?

Yes / No

If you are invited for interview, do you have a disability or medical condition that we might need to take account of when you enter the building and come to the interview room? If so, please advise us of any help you might like.