

Job Application Form

Please return completed application form to: (insert address)

by: (insert date)

Position applied for:

Personal Details			
Full Name		Title :	(Miss/Mrs/Ms/Mr)
Address			
Postcode			
Telephone number		Mobile	
Date of Birth		NI Number	
ISA registration number	*When required by the Independent Safeguarding Authority (Vetting and Barring Scheme)		
Daytime contact number if different from above			

References			
Please give two references, one of which should be your present or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of a friend.			
Name		Name	
Position		Position	
Organisation		Organisation	
Address		Address	
Telephone		Telephone	
Can references be obtained prior to interview? Yes/No			

If you are not a European Union citizen please state if a work permit is required:

Yes No

What notice period does your current employer need? _____

When could you start work? _____

Convictions

If you are applying for a job where you will have regular contact with children Under 18 years of age you must give details of any conviction (conviction, date and sentence) on a separate sheet of paper and attach it to this form. This post is exempt from the Rehabilitation of Offenders Act 1974

Please complete the following declaration:

I am applying for a job working with children and I have a conviction for which I attach details:

Yes No *(please tick appropriate box)*

Anyone barred from working with children on the ISA register is committing an offence if they apply for this post.

Information in support of your application

Please give brief information in support of your application, relevant to the post applied for (refer to person specification)

Please continue on a separate sheet if necessary and attach it to this form.

Do you have a health/disability problem that is relevant to your job application?

Yes No

If so, please give details: _____

This will not have a detrimental effect on your application.

Declaration	
I declare that the information given on this form is correct to the best of my knowledge and I understand that any false statements on this form will justify my dismissal from this post.	
Signed	
Date	
Monitoring information	
Under the terms of the Data Protection Act 1998 the information you give us will be kept confidential.	
(Insert name) has adopted an Equal Opportunities Policy and is keen to ensure that this policy is fully effective. As part of our policy we asked all applicants to complete this form.	
Post applied for	
Date applied	

Monitoring Information

1. I am: Female Male

2. I would describe my racial/ethnic origin* as:

White -British		Asian or Asian British	
Irish		Indian	
Traveller of Irish Heritage		Pakistani	
Gypsy/Roma		Bangladeshi	
Any other white background		Any other Asian background	
Mixed -White and Black Caribbean		Black or Black British	
White and Black African		African	
White and Asian		Caribbean	
Any other mixed background		Any other Black background	
Chinese		Any other ethnic background (please specify)	

*Please note this section is primarily about ethnic/racial origin and not nationality or citizenship.
Ethnicity, where collected, should be recorded according to the following categories: The Early Years Foundation Stage 2008

3. How did you hear about this vacancy? (Newspaper, Job Centre Plus, friend, etc)

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Thank you for completing this monitoring form.