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| **Job Application Form** | | |
| **Position Applied for: Classroom Volunteer** | | |
| **Personal Details** | | |
| **Surname/Family Name:** | **First Name:** | **Previous Surnames:** |
| **Permanent Address:**  **Postcode:** | | **Telephone Numbers:**  **Home:**  **Mobile:**  **Email:** |
| **Career History** | | |
| Present or most recent position: | | |
| Employer:  Address:  Nature of business:  Reasons for leaving/wanting to leave:  Notice required:  Start Date with your current employer:  Current hourly rate: | | |
| Description of Duties (and relevance to position applied for): | | |

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| **Previous Employment:** | | | | |
| **Name of Employer:** | **Position Held:** | **Dates of employment:** | | **Reason for leaving:** |
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| **Education and Qualifications:** | | | | |
| Job related qualifications and membership of professional bodies (vocational and non-vocational – achieved and current): | | | | |
| **Course Title / Professional Body:** | | | **Date achieved and grade:** | |
|  | | |  | |
| **Education (Secondary/Higher/Further):** | | | | |
| **Establishment (Name/Town):** | **From/To:** | **Examinations Taken:** | | **Grade/Date:** |
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| **Disability:** |
| We welcome applications from people with disabilities. Is your ability to perform the particular job for which you are applying limited in any way?  If, yes, how can we overcome this?  If short-listed for the position, we will ask if any special arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job. |
| **Asylum and Immigration Act 1996:** |
| National Insurance No:  If no NI number available, do you have evidence of your entitlement to live and work in the UK? **YES/NO**  **Please bring evidence of NI number to interview as necessary.** |
| **Medical History:** |
| Successful candidates will be required to provide a letter from their GP indicating their fitness for work. We request medical information i.e. – conditional offer is subject to medical. |

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| **References:** | | | |
| Two references required. One referee must be your current employer or, if you are currently not working, this should be your last employer. For students, one referee should be from your college. References are normally taken up BEFORE a job offer is made or can be part of it being a conditional job offer (subject to satisfactory references), please indicate if this is acceptable:  YES/NO | | | |
|  | **Referee 1** | | **Referee 2** |
| **Name:**  **Address:**  **Telephone: (Home/Mobile)**  **Position/**  **Relationship:** |  | |  |
| **Do you have a current clean driving licence?** | | | |
| **Relevancy**  Please give some examples below of the attributes you possess relevant to the job applied for. You may have acquired these from a number of sources including voluntary work or unpaid duties. (Continue on separate sheet if necessary) | | | |
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| **Rehabilitation of Offenders Act / Home Office Circular 22/91** | | | |
| Because of the nature of the work, this employment is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order. Applicants are not, therefore, entitled to withhold details of any criminal convictions which for other purposes might be considered “spent”. **Checks will be made against police records** in respect of those applicants selected by appointment, in accordance with Home Office Joint Circular 86/44. Information given will be kept confidential and will only be used in relation to the application for the job.  Have you ever had any convictions or police cautions (including spent convictions)?  If **yes,** give details on a separate sheet of paper (attached in sealed envelope marked ‘confidential’ if you prefer). | | | |
| **Declaration**  **Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a withdrawal of any offer of employment. I understand that a police check will be carried out.**  **I declare that the information given on this form is to the best of my knowledge correct and complete and can be treated as part of any subsequent contact of employment.**  **I understand that the Pre-school may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the Pre-school** | | **Signature:**  **Date:** | |
| Please return this form, with an accompanying covering letter, via email to:  [admissions@stpaulspreschoolwinchester.co.uk](mailto:admissions@stpaulspreschoolwinchester.co.uk)  Alternatively, by hand/post to:  Pre-school Administrator, St Paul’s Pre-school, St Paul’s Hill Winchester SO22 5AB | | | |
| **Office only: Comments**  **Selected for interview:**  **Appointed to post:** | | | |

**EQUAL OPPORTUNITIES**

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, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us to achieve our main aim by completing the following questions:

**Position applied for:**

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| Name: surname and forename(s) in full: | |  | | | | |
| Date of Birth: |  | | Age: |  |  |
| If you are invited to attend for interview or to take up employment, and require special arrangements, please give details below: | | | | | | |
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**Gender:**

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| Male |  | Female: |  |
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**Disability:**

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| --- | --- | --- | --- |
| Do you consider yourself to have a disability? **Yes** |  | **No** |  |
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| Are you registered disabled? **Yes** |  | **No** |  |
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**I would describe my race or ethnic origin as (please tick appropriate box):**

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| White British |  | | White Irish | |  | White Other | | |  |
|  |  | |  | |  |  | | |  |
| Black African |  | | Black British | |  | Black Caribbean | | |  |
|  |  | |  | |  |  | | |  |
| Black Other |  | |  | |  |  | | |  |
|  |  | |  | |  |  | | |  |
| Bangladeshi |  | | Chinese | |  | Indian | | |  |
|  |  | |  | |  |  | | |  |
| Pakistani |  | | Other | |  |  | | |  |
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| **How did you find out about this vacancy?**  (please give the name of the newspaper/journal/website) | | | |  | | | | | | |
| I consent to the Pre-school holding the data in the equal opportunities section of this form. | | | | | | | | | | |
| **Signature of applicant:** | |  | | | | | **Date:** |  | | |
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