



Little Explorers Pre-school Job application form

Application for the post of: _____

Job reference no: N/A Closing date: _____

Personal details

Forename: _____ Surname: _____

Address: _____

Home no: _____ Mobile no: _____

Work no: _____ Can we ring you at work? Yes ☐ No ☐

Email address: _____

References

Please provide details of two referees who can comment on your suitability to work with children.

One referee must normally be your current or most recent employer.

References will be sought before appointment and may be requested prior to interview.

Please do not use relatives, partners or friends as referees. For student placements or Apprenticeships, you can also use a teacher/tutor.

Name: _____

Position held and relationship: _____

Organisation name and address: _____

Telephone no: _____ Email address: _____

May we contact the referee before interview? Yes ☐ No ☐

Name: _____

Position held and relationship: _____

Organisation name and address: _____

Telephone no: _____ Email address: _____

May we contact the referee before interview? Yes ☐ No ☐

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 favorable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion 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: Male ☐ Female ☐ Other ☐ Prefer not to say ☐

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

White

White British

☐

Black

Black British

☐

Asian

Bangladeshi

☐☐

White Irish

☐

Black African

☐

Pakistani

☐

White other

☐

Black Caribbean

☐

Indian

☐

Black other

☐

Asian other

☐

Chinese

Chinese

☐

Mixed

White and Black Caribbean

☐

Chinese other

☐

White and Black African

☐

White and Black Asian

☐

Other please state:

Safer Recruitment Statement

Little Explorers Preschool is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful applicant will be required to undertake all safeguarding checks required for the role, including an Enhanced DBS check, Children's Barred List check (where applicable), verification of identity, right to work, qualifications and employment history.

Shortlisted candidates will be required to complete a separate self-declaration relating to criminal convictions, cautions and other safeguarding matters.

Suitability to Work with Children

Suitability Declaration

Please answer the following questions:

1.

Are you aware of any reason why you may be unsuitable to work with children?

☐ No

☐ Yes (please provide details)

2.

Are you aware of any circumstances that may affect your suitability to work in childcare or early years provision?

☐ No

☐ Yes (please provide details)

3.

Have you ever been subject to disciplinary action, capability procedures, safeguarding concerns, or allegations relating to children or vulnerable individuals?

☐ No

☐ Yes (please provide details)

Full Employment, Education and Training History

Please provide a full history from leaving secondary education to the present day, including all employment, self-employment, voluntary work, periods of study, caring responsibilities, unemployment and any other gaps.

All periods must be accounted for. Any gaps may be explored further during the recruitment process.

Qualifications achieved (start with the most recent)

Secondary schools, colleges, universities	From	To	Brief details of course and qualifications taken	Grade

Study currently being undertaken:

Secondary schools, colleges, universities	From	To	Brief details of course and qualifications taken	Grade

Professional or other qualifications, apprenticeships, memberships of professional organisations:

Other training you have received which you consider relevant:

Current/most recent employment:

Name and address of employer: _____

Date started: _____

Until: _____ Notice required: _____

Job title: _____

Brief description of duties: _____

Reason for leaving: _____

Other employment/career history starting with the most recent. (Please explain any gaps in employment, education or training history).
:

Dates	Employer/organisation	Employer/organisation name and address	Reason for leaving

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.

Do you have a driving licence? Yes ☐ No ☐

Do you have access to a vehicle? Yes ☐ No ☐

Do you have access to public transport?

Yes ☐ No ☐

Do you have any relationship (i.e. family, friends) with anyone working for the provision?

Yes ☐ No ☐

Online Searches

In accordance with our Safer Recruitment Policy, Little Explorers Preschool may undertake online searches of publicly available information about shortlisted candidates. Information identified during this process may be discussed during interview where relevant to the role.

DBS Update Service

If appointed, I understand that I will be required to maintain an active DBS Update Service subscription throughout my employment.

I understand that if my subscription lapses, I may be required to obtain and pay for a new DBS certificate.

☐ I understand and agree.

Ongoing Suitability Statement

Ongoing Suitability

If appointed, I understand that I will be required to declare my continuing suitability to work with children and report any changes that may affect my suitability throughout my employment.

☐ I understand and agree.

Final Declaration

Applicant Declaration

I declare that:

- The information provided in this application is true and complete.
- I understand that any false, misleading or omitted information may result in my application being withdrawn or, if appointed, disciplinary action including dismissal.
- I consent to Little Explorers Preschool verifying my identity, right to work, qualifications, professional registrations, employment history and references.
- I understand that this role is subject to safeguarding and recruitment checks.
- 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.

Applicant Name: _____

Signature: _____

Date: _____

Please return this application form to: Mrs. Laura Furniss

Little Explorers Pre-school, Station Road, Ditton Priors, Bridgnorth, Shropshire. WV16 6SS or email
to: littleexplorers.ditton@gmail.com