



Job Application Form

Please complete this form in type or black ink. All questions must be answered in the boxes provided.

Post: Chestnut Trees Pre-school Administrator **Closing Date:** Monday 10th August 2009

First name(s): _____ Surname: _____

Address: _____

Post Code: _____

Home Telephone Number: _____ Work: _____

Can we ring you at work? **YES/NO** E-mail Address: _____

Please give the names and addresses of two people who can verify or confirm your employment record. One should be your present or most recent employer. The referees should be your immediate line manager, if this is not the case please give details of relationship.

Name: _____ Name: _____

Position: _____ Position: _____

Address: _____ Address: _____

Tel: _____ Tel: _____

Verification is normally sought after interview. Please indicate whether your references can be approached before the interview. **YES/NO**

Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.

Have you ever been convicted of any criminal offence? **YES/NO**

If **YES**, please give details of the conviction(s) and date(s) in the space provided below:

Do you need a work permit to work in the UK? **YES/NO** National Insurance Number: _____

Qualifications Achieved:

Secondary Schools, Colleges, Universities	From:	To:	Brief Details of Courses:	Grade:

Study currently being undertaken:

Secondary Schools Colleges, Universities	From:	To:	Brief Details of Courses:	Grade:

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

Other training you have received which you consider relevant:

DISABILITY OR HEALTH PROBLEMS DO NOT PRECLUDE FULL CONSIDERATION FOR THE JOB AND APPLICATIONS FROM DISABLED PERSONS ARE WELCOMED.

Health

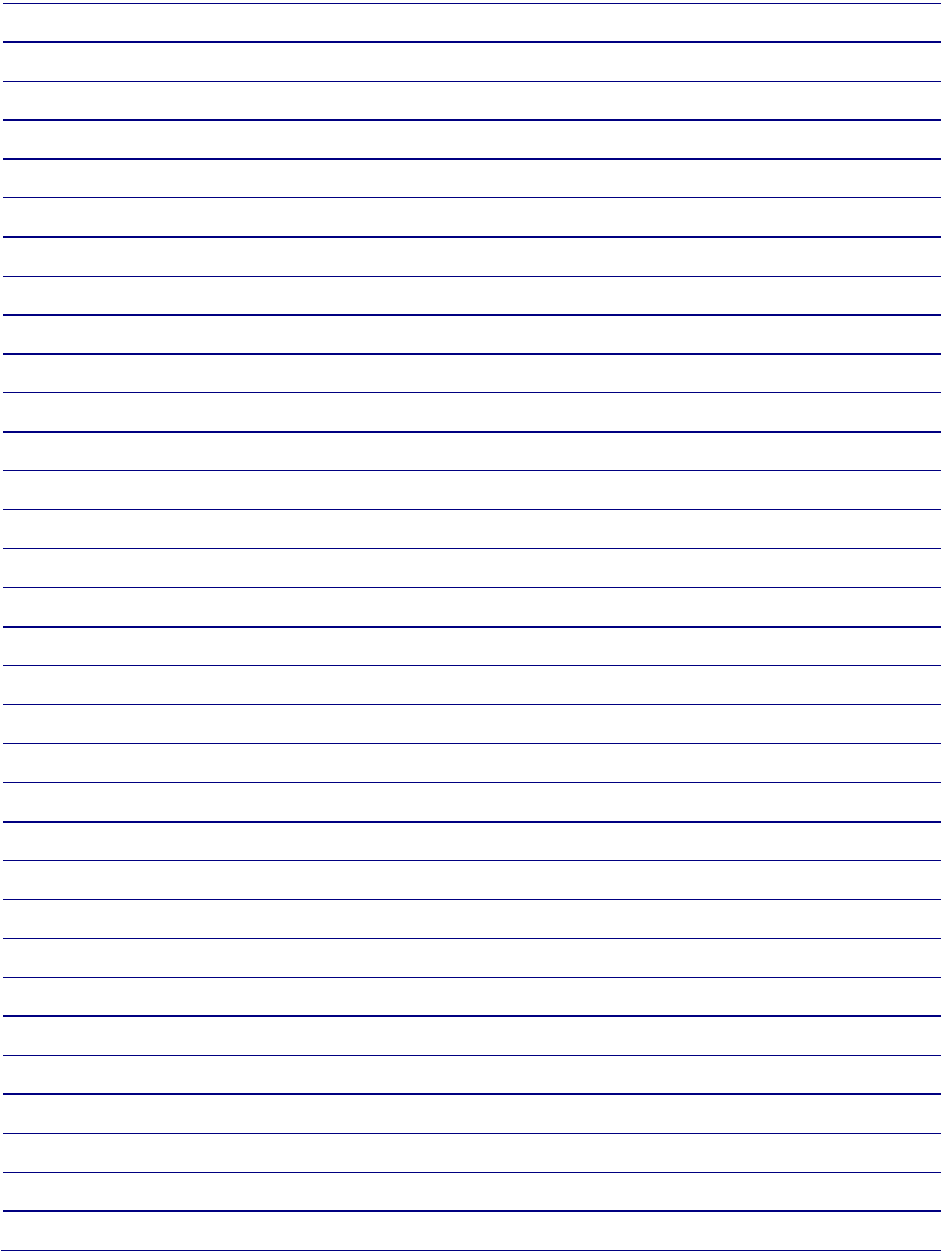
Please give number of sick days in last 12 months

Please give number of separate occurrences of illness in last 12 months

Do you have a driving licence? **YES/NO**

Do you have reasonable access to public transport? **YES/NO**

Do you have access to a vehicle? **YES/NO**



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:

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:

Gender:

Male Female:

Disability:

Do you consider yourself to have a disability? Yes No

Are you registered disabled? Yes No

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

White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	White Other	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Black British	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>				
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Other	<input type="checkbox"/>		

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: _____

