

*(Registered Charity 1023351)*

Willow Room, Bagshot School, School Lane, Bagshot, Surrey GU19 5BP

Tel: 01276 452623 Email: [bagshotcommunitypreschool@gmail](mailto:info@bagshotcommunitypreschool.co.uk).com

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| **Application Form** |
| **All sections, where applicable, must be completed** |

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| --- | --- |
| Job Title: |  |
| Setting: | Bagshot Community Pre-school |
| Closing Date: |  |
| Interview Date: |  |

**1 - Personal Details**

|  |  |
| --- | --- |
| Title: |  |
| Family Name: |  |
| Given Name/s |  |
| Date of Birth: |  |
| Address: |  |
| Email : |  |
| Mobile phone: |  |
| Home phone: |  |
| Do you have a current driving licence? |  |
| Do you have the use of a car? |  |

**2 – Asylum and Immigration Act 1996**

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| --- | --- |
| **Do you have the right to work in the UK?** | **YES / NO** |
| **Do you have any restrictions on taking up employment in the UK? If yes please supply details?** | **YES/ NO** |

**3 – Education and Qualifications**

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| --- | --- | --- | --- |
| **Please give details of *Secondary* and *Further Education* including any ‘A’ Levels or equivalent vocational courses** | | | |
| **Dates (mm/yyyy)**  **From To** | | **College/Other Institution** | **Qualification obtained and Grade/Level** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please give details of *Higher Education* and equivalent courses** | | | |
| **Dates (mm/yyyy)**  **From To** | | **College/Other Institution** | **Qualification obtained and Grade/Level and name of Awarding Body** |
|  |  |  |  |

**4 – Present or most recent employment**

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| --- | --- | --- | --- |
| **Please give details of all previous employments, full or part time, paid or unpaid, including those in a voluntary capacity. Please list in order, starting with the most recent first.** | | | |
| Date  From To | Name & Address of Employer/School/College | Job Title  Reason for leaving | Duties |
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**5 – Experience & achievements**

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| You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary. Please include:   * Any information about your past experience in Early Years/Childcare * Details of relevant training * Details of how you meet the job description/person specification and reasons for your application * Details of any values/principles relating to Early Years teaching/Child Development which you consider important, which may help us when considering your application |
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**6 – References**

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| --- | --- | --- | --- |
| Please provide the names and addresses of two referees who can comment on your suitability for this position. (Note, if you are not currently working with children but have done in the past, the second referee should be the employer by whom you were most recently employed/volunteering in work with children). References will not be accepted from relatives, or persons who only know you as a friend.  Please note: We will contact referees if your application is short listed for the position and where possible seek references before interview. Please tick the box if you would prefer references to be taken up after interview. In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or Child protection concerns you may have been subject to. If you have any concerns about this please contact Lisa Paine on 01276 452623 or info@bagshotcommunitypreschool.co.uk | | | |
| Name |  | Name |  |
| Address |  | Address |  |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| Job Title |  | Job Title |  |
| Relationship |  | Relationship |  |
| Phone Number |  | Phone Number |  |
| Email |  | Email |  |
| Contact Before | YES/NO | Contact Before | YES/NO |

**7 – Rehabilitation of Offenders Act 1974 (exception) Order 1975**

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| The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, ‘binds-overs’ or any criminal convictions that include any that would otherwise be considered ‘spent’ under the Act. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Bagshot Community Pre-School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Please be aware that an enhanced DBS check will be required for any position with access to these individuals or sensitive information. | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | YES/NO |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England/Wales) Order 2020? | YES/NO |
| Has anyone that lives in the same household or property as you been disqualified or barred from working with children under the Childcare Act 2006? | YES/NO |
| Has anyone that lives in the same household or property as you been cautioned or convicted of an offence that may have a bearing on your suitability to work with children? | YES/NO |
| Do you have parental responsibility for a child who is being assessed or who has been placed on a Child Protection Plan under Section 47 of the Children Act 1989 ***? If yes, please give details on a separate sheet and place in a sealed envelope marked ‘Confidential’*** | YES/NO |
| I am part of the DBS Update service and give permission for you to check this online | YES/NO |
| My unique ID DBS update service number is: |  |

**8 – Declaration**

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| For the purpose of the Data Protection Act 1998, I consent to the information contained on this form, and any information received by or on behalf of Bagshot Community Pre-School relating to the subject matter on this form, being processed by them in administering the recruitment process. I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, The Secretary of State or regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any employment offer and possible criminal prosecution. I understand if my application is successful an Enhanced DBS will be obtained. | | | |
| Signature |  | Date |  |
| Print Name | |  | |