

Application form

Please complete this form in black ink or black type and return it on or before the closing date.

If you require a copy of the application form in a different format, please contact us.

A Curriculum vitae will not be accepted. Late applications will not be considered. Only information provided on this application form will be considered

All information will be treated in the strictest confidence.

Post applied for:

Pre-School Manager

1. Personal details

First Name:

Last Name:

Email:

Primary Tel No:

(Please indicate if this is a textphone number)

(If you are shortlisted, we may contact you by phone.)

Secondary Tel No:

Home address inc. post code:

Are there any restrictions on your right to work in the UK? Yes No

If 'yes' please specify:

How did you hear about this vacancy?

2. Education

Please note: where a specific qualification is an essential requirement in the job description, you will be required to produce original certificates if you are offered the post.

Qualification or course	Place of study	Date completed	Grade achieved (if applicable)

Other Relevant Training/Short Courses

Course title and duration	Dates

3. Employment Record

Please list chronologically, starting with current or last employer. Please account for any gaps

Employer:		Main duties:
Address:		
Position held:		
Current salary:		
Date started:		
Date left (if applicable):		
Reason for leaving		

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Other previous posts

Employer	Date from	Date to	Job title

Please continue on a separate sheet if required

4. Supporting Statement

Having read the job description, please use the space below to tell us how you feel you meet the criteria for the Pre-school Manager role. Please address each criterion as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process. If additional space is required, please continue on a separate sheet.



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5. References

Please give the names and full addresses of two referees who can confirm your employment record— one of whom must be your current employer (or if not currently employed, your last employer). If you have been with your employer for less than 3 years, you should also give your previous employer as a referee.

**Current or most
recent employer**

Name:		Name:	
Position:		Position:	
Organisation:		Organisation:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	
Capacity known i.e., manager, supervisor, tutor		Capacity known i.e., manager, supervisor, tutor	

May we contact this referee if you are shortlisted?

Yes No

May we contact this referee if you are shortlisted?

Yes No

6. Rehabilitation Of Offenders Act 1974

Disclosure of criminal background is required of those with substantial access to children. You are required to give details as this post, for which you are applying, is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986.

A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Disclosure and Barring Service check.

Do you have any spent or unspent criminal convictions? Yes No

If yes, please supply details of all spent or unspent convictions in a separate letter attached to this form.

Cobham Community Pre-School is entitled to check this with the Disclosure & Barring Service. All employees need to hold a full DBS certificate.

7. Data Protection Legislation

The information you have provided will be held in compliance with the General Data Protection Regulations.

You are deemed to have given consent for Cobham Community Pre-School to seek verification of any information you have given in this application.

8. Safeguarding

Cobham Community Pre-School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

9. Declaration

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or result in disciplinary action being taken, which could result in my dismissal from post. Any offer of employment is subject to receipt of satisfactory references and DBS checks.

I hereby explicitly consent to Cobham Community Pre-School holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 1998.

Signature

Date

Please return this application form by the closing date to:

By email to: preschoolcobham@gmail.com

By post to: Alison Scott, Pre-School Manager, Cobham Community Pre-School,
Meadow Rooms, The Street, Cobham, Kent, DA12 3BZ

Thank you for your application.