

Application Form

Return Address:

Little Angels
Cobham Village Hall
Lushington Drive
Cobham
KT11 2LU

1. All sections must be completed**Job Title:****Closing Date:****Interview Dates:****2. Personal Details****Title:****Surname:****First Names:****Preferred Name:****Date of Birth:****Address:**

Postcode:

Email: please print clearly*(Please ensure you include an e-mail address that we may use to contact you)*

Mobile Phone:

Home Phone:

Work Phone:

Do you have a current driving licence?

Yes/No

Do you have the use of a car?

Yes/No

3. Asylum and Immigration Act 1996

Are you eligible to work in the UK?

Yes/No

Do you have any restrictions on taking up employment in the UK?	Yes/No
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If yes please supply details:

4. Education and Qualifications

Please give details of **Secondary** and **Further Education** including any 'A' levels or equivalent vocational courses

Dates: (mm/yyyy)		College/other institution	Qualification obtained and Grade/Level
From:	To:		

Please give details of any **Higher Education** and equivalent courses

Dates: (mm/yyyy)		College/other institution	Qualification obtained and Grade/Level	Name of awarding body
From:	To:			

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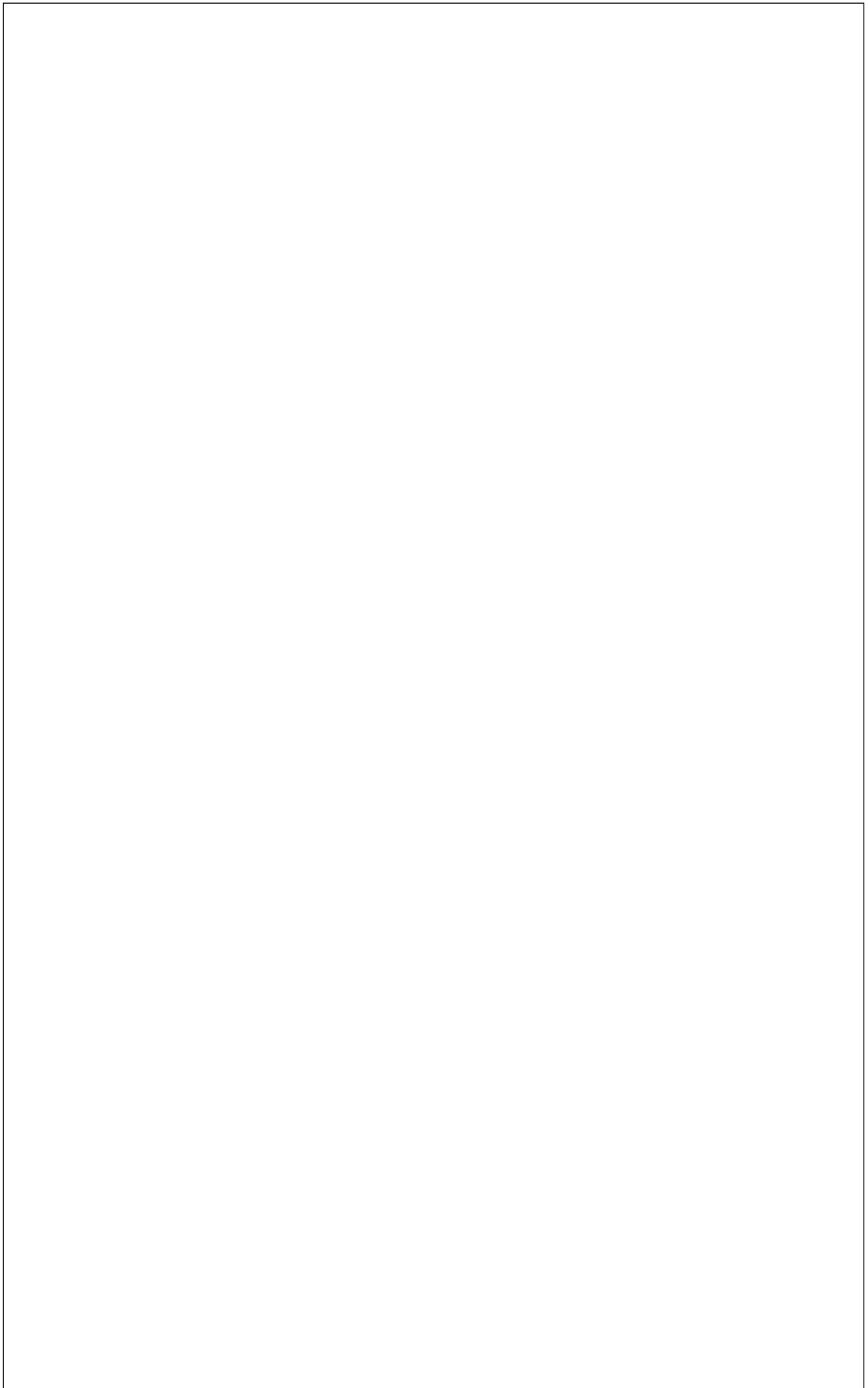
Please give details of any other **Professional** or **Vocational Qualifications** that you hold that are relevant to your application

Dates obtained	Qualifications obtained and Grade/Level	Name of awarding body

5. Present or most recent employment

Post Title		Start Date	
Notice Required		End Date	
Reason for leaving			
Employers name and address			
Email			
Post Code		Telephone Number	

Please give a brief description of your current or last post and responsibilities



6. Previous Employment

Please give details of all previous employments, full and part time, paid or unpaid, including those in a voluntary capacity. Please list in order, starting with the most recent

Date		Name and Address of Employer School/ College	Job Title Reason for Leaving	Duties
From	To			

7.

Experience and Achievements

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 Childcare/Early Years
- Details of any relevant experience gained at work, in a voluntary capacity or at home
- Details of relevant training or positions of responsibility
- How you meet the person specification of the role

8.

References

Please provide the names and addresses of three referees, 2 of who can comment on your suitability for this position. (Note: if you are not currently working with children but have done so in the past, the and the other on your character. 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.

Additionally please note: We will contact these referees if your application is short listed for the position and seek reference before interview. Also in relation to work with children we will seek information about any past disciplinary issues relating to children and child protection concerns you may have been subject to. If you have any concerns about this please contact Simply Ethical Ltd

First Referee

Name

Address

Job Title

Relationship

Telephone number

Fax No

Email Address

Second Referee

Name

Address

Job Title	
Relationship	
Telephone number	
Fax no	
Email	
Third Referee	
Name	
Address	
Job Title	
Relationship	
Telephone number	
Fax no	
Email	
9. Rehabilitation of Offenders Act 1974 (exception) Order 1975	
<p>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, 'blind-overs' or any criminal convictions that include any that would otherwise be considered 'spent' under the Act.</p> <p>Simply Ethical Ltd 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 disclosure will be required for any position with access to these individuals or sensitive information.</p>	
Have you ever been convicted of any criminal offence or 'bound-over' or given a caution?	Yes/No

Has anyone that lives with you been barred from working with children (DBS)?	Yes/No
Has anyone that lives with you been disqualified from working with children under the Childcare Act 2006?	Yes/No
Have your own children been taken into care?	Yes/No
Have/are your own children the subject of a child protection order?	Yes/No
If Yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'	
I understand that if my application is successful Simply Ethical Ltd will obtain an Enhanced DBS Disclosure on my behalf	
Declaration- please read carefully	
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 Simply Ethical Ltd 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 Disclosure and Barring Service, 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 offer of join the course and possible criminal prosecution.	
Signature	Date
Print Name	
Media	
Please complete this section; it will help us to monitor the success of our advertising. Where did you find out about this vacancy?	
Local Newspaper (please specify)	
Word of mouth	

Other (please specify)	
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