

**Confidential**

**Moss Side Village Playgroup  
Application Form**

**Application for the position of:**

**1. PERSONAL DETAILS**

**Title:** .....

**Surname:** .....

**Forenames:** .....

**D.O.B.** .....

**Address:**

.....

.....

..... **Post Code** .....

**Telephone: (Home)** ..... **Telephone: (Mob)** .....

**Telephone: (Work)** ..... **Email Address:** .....

**National Insurance Number :** .....

**Work Permit Details, if appropriate:** .....

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**2. PRESENT OR MOST RECENT EMPLOYMENT**

Name of Employer: .....

Address of Employer: .....

.....

..... Post Code .....

Present Post Title: .....

Date of Appointment: ..... Notice Required: .....

Main Duties and Responsibilities of your current or most recent post:

.....

.....

.....

**3. Previous Experience**

List your previous posts starting with the most recent. Please include all full-time and voluntary work.

(i) Employers Name & Address: .....

.....

.....

Nature of Business: .....

Full Time Position/Part Time Position (Please delete as appropriate)

Job Title and brief description of Duties undertaken: .....

.....

Dates Employed from: ..... To: .....

(ii) Employers Name & Address: .....

.....

.....

Nature of Business: .....

Full Time Position/Part Time Position: (Please delete as appropriate)

Job Title and brief description of Duties undertaken: .....

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.....

Dates Employed from: ..... To .....

(iii) Employers Name & Address: .....

.....

Nature of Business: .....

Full Time Position/Part Time Position (Please delete as appropriate)

Job Title and brief description of Duties undertaken: .....

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.....

.....

.....

Dates Employed from: ..... To .....

Please continue on a separate sheet if necessary accounting for all breaks in employment.

**4. REFERENCES**

Please give details of two referee’s who are able to describe your suitability to this post. One should be your present or recent employer, unless you have not worked before.

(i) Name: .....

Occupation:.....

Address: .....

.....

.....

(ii) Name: .....

Occupation:.....

Address: .....

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.....

**5. QUALIFICATIONS/TRAINING**

Please give details of any qualifications you have obtained, or training courses you have attended, examinations passed, grades obtained and dates.

(i) Course studied: .....

Training Course Description: .....

.....

Examination Passed: .....

Grades Obtained: .....

Dates Attended from: ..... to: .....

(ii) Course studied: .....

Training Course Description: .....

.....

Examination Passed: .....

Grades Obtained: .....

Dates Attended from: ..... to: .....

Please add any additional information you feel is appropriate on a separate sheet.

## 6. GENERAL EXPERIENCE AND FURTHER INFORMATION

Tell us how your experience, skills, training and/or qualifications in either paid or unpaid work, or through study, meet the selection criteria for this post.

Short-listing will be based on the evidence you provide of your ability to meet the selection criteria described in the job specification for this post. You may wish to list your experience under subheadings according to the selection criteria. You may wish to continue this information on a separate sheet (maximum 2 sides of A4).

**8. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS**

The Management Committee are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

In the event of a successful application, a Disclosure will be sought from the Criminal Records Bureau in relation to relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry may be made.

Signature: .....

**9. REHABILITATION OF OFFENDERS ACT 1974**

If you have no convictions, simply write "NIL". If you have been convicted of a criminal offence, the detail must be listed below, together with any pending criminal convictions. Details must be listed below, together with any pending criminal action or court hearing against you. Please see "Notes for Applicants" for guidance.

|   |
|---|
| <p>Date of conviction or pending hearing: .....</p> <p>Offence: .....</p> <p>.....</p> <p>.....</p> <p>Sentence: .....</p> <p>.....</p> |
|---|

**10. DATA PROTECTION ACT 1998**

I hereby give my consent for personnel information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature: .....

**11. MEDICAL HISTORY**

Please provide any details you feel are relevant: .....

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Are you aware of any disability, on going medical condition or treatment we should be aware of? YES/NO

Please give brief details of your disability and reasonable adjustments you anticipate we would need to make.

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## **12. DECLARATION**

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

If such a discovery is made after you have been appointed then you will be liable to be dismissed.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature: ..... Date: .....

### **ASYLUM AND IMMIGRATION ACT 1996**

In accordance with the Asylum and Immigration Act 1996, the Management Committee will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom.

Upon taking a post candidates one of the official documents listed in the "Notes for Applicants."



## **NOTES FOR APPLICANTS.**

### **REHABILITATION OF OFFENDERS ACT 1974**

#### **Details of spent convictions – information for applicants:**

**You must declare all convictions that you have, including motoring offences and all convictions that have become “spent.”**

### **ASSYLUM AND IMMIGRATION ACT 1996**

1. A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, payslip, a P60, a National Insurance Card or a letter issued by one of the Government bodies concerned.
2. A passport describing you as a British citizen, or as having the right of abode in or an entitlement to readmission to the United Kingdom.
3. A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom.
4. A certificate of registration or naturalisation as British Citizen.
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland.
6. A passport or national identity card issued by a State which is a Party to the European Economic Area Agreement and which describes You as a national of that State.
7. A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status.
8. A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
9. A United Kingdom residents permit issued to you as a national of a State which is party to the European Economic Area Agreement.
10. A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as the family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
11. A letter issued by the Immigration and National Directorate of the Home Office indicating that you are a British citizen or have permission to take employment.
12. A work permit or other approval to take employment issued by Work Permits (UK) or in Northern Ireland, by the Training and Employment Agency.
13. A passport describing you as a British Dependent Territories citizen and which indicates that The status derives from a connection with Gibraltar.

**Data Protection Act**

**I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies on accordance with the Data Protection Act 1998.**

**Signed:** .....

**Date:** .....