Comeytrowe

Under Fives Preschool

**INTERNAL USE ONLY**  

**Applicant reference number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application Form**

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

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| First name(s): | |  | | | Surname: | | | |  | | |
| Address: |  | | | |  | | | |  | | |
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|  | | | | | | | Post Code: | | |  | |
| Home Telephone Number: | | |  | | | | | Work/Mobile: | | |  |
|  | | | | E-mail Address: | |  | | | | | |
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Please give the names and full addresses of two people who can verify or confirm your employment record. Both must be from either your line manager or the HR department at your current / last employer. **Please do not use relatives, partners or friends as referees.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | Name: | |  | | |
| Position: | |  | | Position: | | |  | |
| Relationship: | | |  | Relationship: | | | |  |
| Address: | |  | | Address: | | |  | |
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| Email: | | | |  | Email: | |  | |
| Tel: | |  | | Tel: | | |  | |

References will be sought before interview.

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Do you need a work permit to work in the UK? **YES/NO**

National Insurance Number:

**Recruitment Monitoring Form – confidential**

**Equality and Diversity**

We are committed to Equality and Diversity 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, disability, nationality or sexual orientation. Please help us to achieve our main aim by completing the following questions:

**Position applied for: Full-Time Level 3 Early Years Practitioner**

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| 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: | | | | | | |
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**Gender at birth:**

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| Male |  | Female: |  |
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**Disability:**

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| --- | --- | --- | --- |
| Do you consider yourself to have a disability? **Yes** |  | **No** |  |
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| **Safeguarding** | | | | |
| Are you or anyone else who lives in your household disqualified from working with children or vulnerable adults? | | | | |
| **Yes / No**  **Yes, please give details:** | | | | |

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| White |  | | Black | | | |  | Asian | | |  |
| White British |  | | Black British | | | |  | Bangladeshi | | |  |
| White Irish |  | | Black African | | | |  | Pakistani | | |  |
| White Other |  | | Black Caribbean | | | |  | Indian | | |  |
|  |  | | Black Other | | | |  | Asian Other | | |  |
|  |  | |  | | | |  |  | | |  |
| Chinese |  | | Mixed | | | |  | Other please state: | | |  |
| Chinese |  | | White & Black Caribbean | | | |  |  | | |  |
| Chinese Other |  | | White & Black African | | | |  |  | | |  |
|  |  | | White & Black Asian | | | |  |  | | |  |
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| **How did you find out about this vacancy?**  (Please give the name of the newspaper/journal/website) | | | | | |  | | | | | | |
| I consent to Comeytrowe Under Fives Preschool holding the data in the recruitment monitoring section of this form. | | | | | | | | | | | | |
| Signature of applicant: | |  | | | | | | | **Date:** |  | | |
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| **INTERNAL USE ONLY**  **Applicant Reference Number:** | | | |  |

**Qualifications Achieved (start with most recent):**

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| --- | --- | --- | --- | --- |
| Secondary Schools,  Colleges, Universities | From: | To: | Brief Details of Courses/qualifications undertaken: | Grade: |
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**Study currently being undertaken:**

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| Secondary Schools  Colleges, Universities | From: | To: | Brief Details of Courses: | Grade: |
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Professional or other qualifications, apprenticeships, memberships of professional organisations:

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**Other training you have received which you consider relevant:**

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**Employment:**

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| Current/most recent employer: | | | | |  | | | | | | | |
| Address: |  | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | Post Code: |  | | |
| Date Started: | |  | | | | Until: |  | | Notice required: | |  | |
| Job Title: |  | | | | | | | Basic salary per annum: | | | |  |
| Brief Description of Duties: | | | |  | | | | | | | | |
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| Reason for leaving: | | |  | | | | | | | | | |
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**Other employment/career history starting with most recent:**

For posts which involve working with children, please give full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary).

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| From: | To: | Employer:  Name and Address: | Post: | Reason for Leaving: |
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**Please give details of other interests, including involvement in voluntary organisations which you consider relevant:**

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**Experience/Relevant Skills**

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criteria detailed on the person specification and provide examples of how you meet these. If you need to continue beyond these pages of the form please use A4 size white paper.

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**Do you have any relationship (i.e.: family, friends) with anyone currently working for Comeytrowe Under Fives?** Yes / No

If yes, please provide details below:

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**Declaration**

Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a withdrawal of any offer of employment.

I declare that the information given on this form is to the best of my knowledge correct and complete and can be treated as part of any subsequent contact of employment.

I understand that Comeytrowe Under Fives may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the preschool.

I confirm that I have read and understood the Privacy Notice overleaf.

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| Signature: |  | Date: |  |
|  | | | |

Please return via email to [admin@comeytroweunderfives.co.uk](mailto:admin@comeytroweunderfives.co.uk) or in an A4 sized envelope marked ‘CONFIDENTIAL’; to: Emma Willmont, Manager, Comeytrowe Under Fives Preschool, Comeytrowe Community Hal, Pitt’s Close, Taunton, TA1 4TY

**Comeytrowe Under Fives Privacy Notice – Job Applicants**

**Introduction**

Comeytrowe Under Fives is committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data collect, why collect it, how we use it and how we protect it.

**What personal data do we collect?**

We collect personal data about you to manage the relationship you have with us. Personal details that we collect about you include:

* your name, address, date of birth, gender, and contact details
* work and employment history, qualifications and training
* your membership of any professional bodies
* information on health and medical conditions
* your right to work in the UK
* your criminal record
* equal opportunities monitoring

We collect this information from your application form. We may also collect information from third parties, references from previous employers and criminal record checks from the DBS.

**Why we collect this information and the legal basis for handling your data**

We use personal data about you in order to judge your suitability for the post you have applied for and to contact you in relation to your application.

We also process certain categories of data to comply with legal obligations. This includes:

* information on health and medical conditions
* information relating to criminal records

**Who we share your data with:**

For us to fulfil the terms and conditions of our employment relationship, and to meet our legal obligations, we will also share your data as required with the following categories of recipients:

* Ofsted as part of the recruitment and inspection process
* the Disclosure and Barring Service (DBS) to establish suitability for employment in the setting

We will also share your data if:

* We are legally required to do so, for example, by law, by a court or the Charity Commission
* to protect a child or children, for example by sharing information with the Local Authority Designated Officer, social care or the police
* it is necessary to protect our rights, property or safety

We will never share your data with any other organisation to use for their own purposes.

**How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

* encrypting and storing electronic data securely;
* all paper documents containing personal details are stored securely in a locked filing cabinet.

**How long do [I/we] retain your data?**

We retain your personal data as follows:

* 6 months for unsuccessful candidates and at least 6 years for successful candidates.

**Your rights with respect to your data**

You have the right to:

* request access, amend or correct your personal data
* request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing
* request that we transfer your personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

**Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.