



Application form

Please note that CV's are not accepted
Complete all sections in **BLACK INK.**

Please return all completed application forms to:

C/O 80 Lime Road
Wednesbury
West Midlands
WS10 9NF

Job title	Please Fill in Position Applied for:
Closing date	
Application ref (office use only)	NP1

Please note the following sections will be removed prior to shortlisting

Personal Details

Title:

First name(s):

Last name(s):

Former names(s):

Date of birth:

NI Number:

Daytime telephone:

Preferred Telephone:

Email:

Home address:

Postcode:

Emergency contact details

Name & Address:

Postcode:

Emergency contact number:

Equal opportunities

As part of our equal opportunities policy we would like you complete the following section. This information is used for monitoring purposes only. All information is confidential and will not be used when shortlisting or deciding on whether an applicant is successful or unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

Ethnic origin

	Prefer not to say		Any other ethnic group not listed
	Asian or Asian British - Bangladeshi		Asian or Asian British- Chinese
	Asian or Asian British - Indian		Asian or Asian British- other
	Asian or Asian British - Pakistani		Black or Black British- African
	Black or black British - Caribbean		Black or Black British - other
	Mixed ethnic- white & Asian		Mixed ethnic- White & Black African
	Mixed ethnic – white/black Caribbean		Mixed ethnic group - other
	Other ethnic group- Arab		White – Gypsy or Irish traveller
	White - Irish		White- other
	White- Welsh/English/Scotland/N.Ireland		

Religious beliefs

	Prefer not to say		Christian
	Other		Sikh
	Hindu		Jewish
	Buddhist		None
	Muslim		

Disability

The equality act (2010) defines a disabled person as someone with a physical or mental impairment that has a substantial and long term effect on the ability to carry out day to day tasks

Do you consider yourself to have such disability?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please briefly describe below:

Please specify any equipment, requirements or adjustments that would assist you in:

The recruitment process -

The job role -

Gender

<input type="checkbox"/>	Male	<input type="checkbox"/>	Female
<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	

Age

<input type="checkbox"/>	16-17	<input type="checkbox"/>	18-24
<input type="checkbox"/>	25-29	<input type="checkbox"/>	30-39
<input type="checkbox"/>	40-49	<input type="checkbox"/>	50-59
<input type="checkbox"/>	60-64	<input type="checkbox"/>	65+

Sexual orientation

<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Gay man
<input type="checkbox"/>	Heterosexual/straight	<input type="checkbox"/>	Lesbian/gay woman
<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	

Do you have the legal right to live and work in the U.K?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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I declare that to the best of my knowledge the information that I have provided is all correct and true.

I understand that any false information or declarations will result, in the event of employment, a disciplinary investigation and may result in dismissal.

In addition failure to disclose any criminal convictions will result again in dismissal.

Signed _____ Date _____

This section will not be included in your application during the shortlisting process

Education training and Qualifications

Please include all qualifications and training

Date		School/College/University/Training Provider	Course Title Results/ Grade
From Mth/Yr	To Mth/Yr		

Please provide details of all other relevant training

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Employment and experience

Please complete the following starting with your most current employment, include all employment including any voluntary work. Include all breaks along with a reason for the break.

Current job:

Name & address of employer:

Postcode:

Salary/wage

Grade/scale

Length of employment from:

To:

If you are still employed, notice period required:

If not please state reason for leaving:

Brief description of your duties:

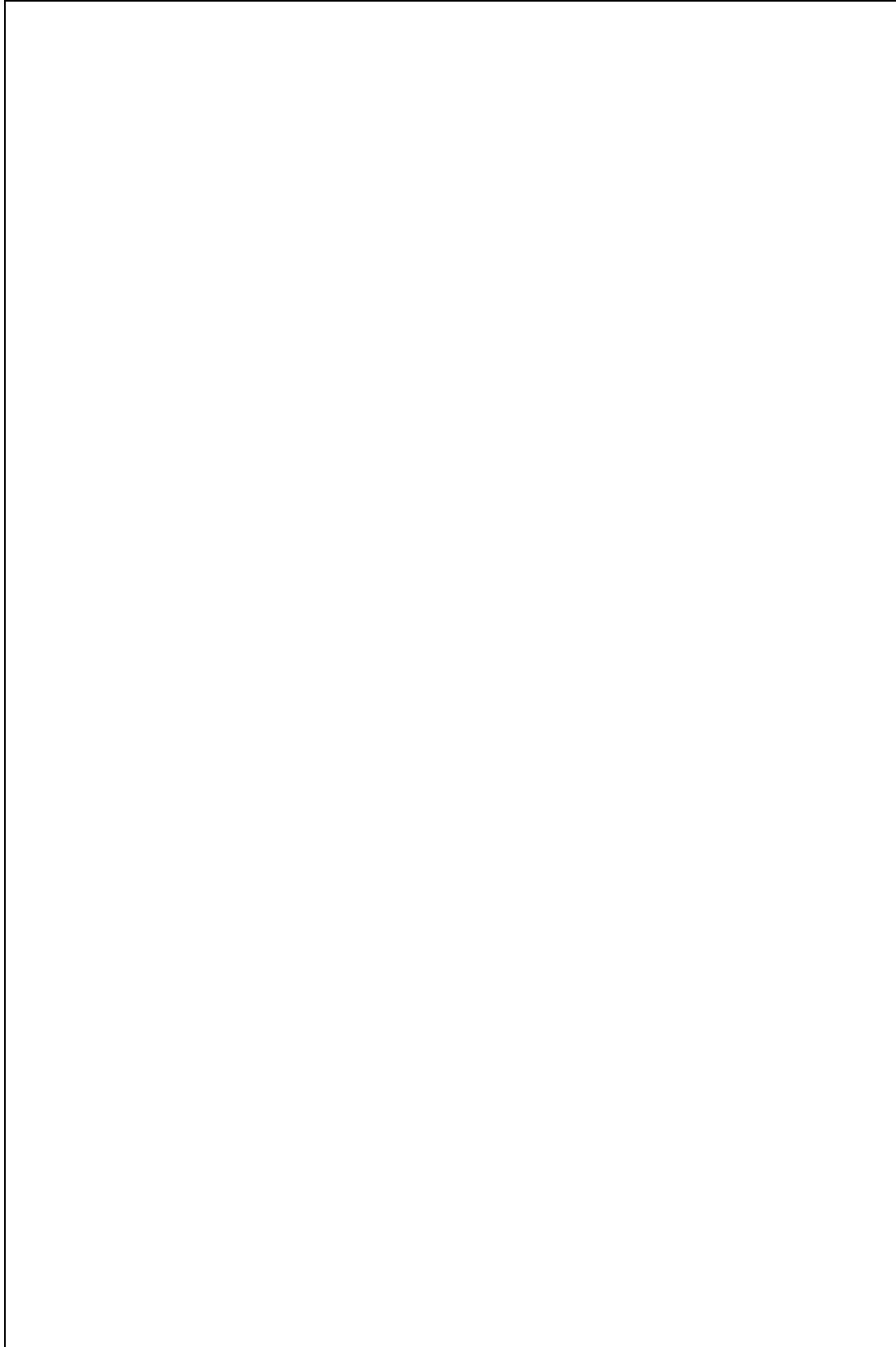
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Date		Employer name & address or activity if not employed	Position held	Reason for leaving
From Mth/Yr	To Mth/Yr			

Please continue onto another sheet if necessary and attach to application form.

Supporting information

Please use the following section to highlight any information you feel will support your application.

A large, empty rectangular box with a thin black border, intended for the user to provide supporting information for their application. The box is currently blank.

Convictions

Rehabilitation of offender's act 1974(exception) order 1975

If you have been convicted of any offence(s), or if there are any proceedings pending against you, please give details.

If the job description advises you that a DBS check will be required, the post you are applying for is covered by the **Rehabilitation of Offenders Act 1974 (exceptions) Order 1975**. This means that you must declare all convictions, including cautions, reprimands and formal warnings for any offence(s) which for other purposes are 'spent' under the provisions of the Act.

Failure to disclose any previous convictions (including cautions) reprimands and formal warnings could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at an interview will be entirely confidential and will be considered only in relation to this application.

Date	Type of offence	Sentence/Fine	Comments

References

Please provide details of two referees (one of whom must be your current or most recent employer)

Name:

Occupation:

Address:

Postcode:

Telephone:

Email:

Name:

Occupation:

Address:

Postcode:

Telephone:

Email:

Are you happy for us to contact your referees at this point in the application process?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Data protection policy/ Privacy Notice

The information you are providing will be used only by Little Saplings Childcare Centres in connection with your application and for assessing your suitability for employment by the company. The information is not shared with any third party unless your application is successful. Then information gathered will be used in general staff records for the purpose of employment. Plus will be shared with government agencies as required by the law. Applications will be kept on file till three years after employment ends. Some information will be used for the purpose of monitoring practices to ensure equality of opportunity by the company. Unsuccessful applicants, this form will be securely destroyed within 12 months from receipt. All handling of Data will be in accordance with the GDPR regulations 2018 and the companies GDPR policy and Appendix i retention regulations.

May 2018