

# APPLICATION FORM

Thank you for your interest in the role we are currently offering at Twynning Village Playgroup.

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

## Section A

Post applied for

### Personal Details

Surname and title

Forenames

Address (including Postcode)

Telephone numbers

Home:

Mobile:

Email address

Are there any days/times when you would not be available for an interview?

If successful, when could you start the role?

Do you have a current driving licence?

Do you have use of a car?

Do you have a current DBS certificate?

Is it on the update service?

## References

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in the organisation.

We do not accept references from friends or family members.

To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by email. Therefore, please provide us with full details of your referee's email address.

### Referee One: This referee must either be your current or previous employer

If you are invited for interview, may we approach this referee without further reference to you?

Yes  No

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Telephone No: \_\_\_\_\_

### Referee Two:

If you are invited for interview, may we approach this referee without further reference to you?

Yes  No

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Telephone No: \_\_\_\_\_

## Section B

If you have an up-to-date CV covering the following information, then please attach and submit it with this application form and go to section C

### Employment

#### *Current or most recent employment*

Name and Address

Job title:

|      |    |
|------|----|
| From | To |
|------|----|

Date Employed:

|      |    |
|------|----|
| From | To |
|------|----|

Present salary:

Reason for leaving/wishing to leave:

Brief outline of duties / responsibilities:

Previous employment/experience (most recent first)

| <i>From</i> | <i>To</i> | <i>Employer's name &amp; address</i> | <i>Job title</i> | <i>Reason for leaving</i> |
|-------------|-----------|--------------------------------------|------------------|---------------------------|
|             |           |                                      |                  |                           |

## Education and Training

***Please note if you are invited to an interview, you will be asked to provide original copies of your qualifications for inspection at interview.***

| <i>School, College, University etc.</i> | <i>From</i> | <i>To</i> | <i>Qualification and grades obtained</i> |
|---|-------------|-----------|--|
|   |             |           |  |

| <i>Other relevant training and courses attended</i> | <i>From</i> | <i>To</i> | <i>Qualification and grades obtained</i> |
|---|-------------|-----------|--|
|   |             |           |  |

## Section C

### ***Relevant Experience***

Please use the space below (and additional sheets if necessary) to explain why you are applying for this role and how your experience, personal qualities, work (whether paid or unpaid) and skills help to make you a suitable candidate.

To help us monitor the success of our advertising, please state where you saw this position advertised.

**Data Protection**

Twyning Village Playgroup will use the information you have provided on this application form, together with other information we may obtain about you, e.g., from your referees and from carrying out DBS checks, to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above.**

If your application is unsuccessful, we will keep your information for 6 months in accordance with legal requirements and for administration purposes, after which time they will be destroyed.

Under the Data Protection Act 2018 you have a right of access to the information we hold about you and you have a right to correct any inaccuracies in your information. Please contact [twyningplaygroup@gmail.com](mailto:twyningplaygroup@gmail.com)

Posts where the applicant will be working with children are subject to the requirements of the Early Years Foundation Stage which includes Safeguarding Children procedures.

Successful candidates will need to apply for an enhanced disclosure check through the Disclosure and Barring Service (DBS) and sign up to the update system for best practice.

Unspent convictions must be disclosed to the Selection Panel. A conviction is not necessarily a bar to employment.

I confirm that I am not barred from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, Twyning Playgroup will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Are you related to or have a close relationship with any existing employee of the Twyning Playgroup team or the Committee? Yes No

If yes, please provide details of their name and your relationship to them -

## Equal Opportunities in Employment

Twynning Village Playgroup is committed to having a workforce that reflects the diverse makeup of our communities. To help us achieve this objective, job applicants are asked to provide information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

**This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so - *Please circle the below questions* -**

### What is your ethnic group?

Choose one section from (a) to (e) then circle the appropriate area to indicate cultural background:

**(a) White**

British  
Irish  
Other (*please state below*)

**(b) Mixed**

White and Black Caribbean  
White and Black African  
White and Asian  
Other (*please state below*)

**(c) Asian or Asian British**

Indian  
Pakistani  
Bangladeshi  
Other (*please state below*)

**(d) Black or Black British**

Caribbean African  
Other (*please state below*)

**(e) Chinese**

Chinese  
Other (*please state below*)

**Would rather not state**

Do you consider yourself to have a disability?      Yes      No      **Would rather not state**

### Which of the following best describes your religion / belief?

Buddhist      Christian      Hindu      Jewish      Muslim  
Sikh      None  
Other (*please specify*)      Would rather not state

### Which of the following best describes your sexual orientation?

Heterosexual     Gay       Lesbian       Bisexual       Would rather not say

### Which of the following best describes your gender?

Male       Female      Date of Birth      /      /      Age

Is your gender identity the same as your gender at birth?     Yes     No

**Many thanks for completing this application form, please send to**  
**[recruitment.twynningpg@gmail.com](mailto:recruitment.twynningpg@gmail.com) and we will promptly reply.**

