



Post Applied for:

Application Form

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Title:		Last Name:							
First Names:									
Address:									
Postcode:									
Full Home Telephone Number:									
Full Mobile Telephone Number:									
E-mail address:									
National Insurance Number:									
Are you eligible to work in the UK?	Yes <input type="checkbox"/>		No <input type="checkbox"/>						
Do you hold a full UK driving licence?	Yes <input type="checkbox"/>		No <input type="checkbox"/>						
If yes, Do you have any points or convictions etc? :									

You are required to provide evidence of the above details at your interview by bringing with you:

- **Proof of eligibility to work in the UK (Passport / Birth Certificate etc)**
- **Driving Licence & Counterpart**

If you require any particular arrangements when attending an interview please give details.

Section 2 Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you any prosecutions pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details / dates of offence(s) and sentence:		

Section 3 Health

Number of days absent in the last 2 years:	
Please state number of times in the last 2 years:	
Are you registered disabled?	YES <input type="checkbox"/> No <input type="checkbox"/>
If yes please provide your disability number and details:	

Section 4 Education and training – start with the most recent and work back

Date From	Date To	Name of School	Examinations taken and Qualifications Gained (Specify Grades)



Section 5 Employment Record - start with the most recent and work back

Please list chronologically, starting with current or last employer

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Salary and Reason for Leaving



St Mary's Nursery
St Mary's Church and Centre, Park Road, Camberley, Surrey, GU15 2SR
Tel: 01276 685167 Email: nursery@stmaryscamberley.org.uk
Registered Charity: 1031480

Section 6 Personal Attributes

Use this section to add any further information which directly relates to your suitability for this position.



Section 7 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken if you commence employment with us)

Reference 1	Reference 2				
Name: <input style="width: 95%;" type="text"/>	Name: <input style="width: 95%;" type="text"/>				
Their Position (job title): <input style="width: 95%;" type="text"/>	Their Position (job title): <input style="width: 95%;" type="text"/>				
Work Relationship: <input style="width: 95%;" type="text"/>	Work Relationship: <input style="width: 95%;" type="text"/>				
Organisation: <input style="width: 95%;" type="text"/>	Organisation: <input style="width: 95%;" type="text"/>				
Dates Employed: <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 2px;">From:</td><td style="width: 50%; padding: 2px;">To:</td></tr></table>	From:	To:	Dates Employed: <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 2px;">From:</td><td style="width: 50%; padding: 2px;">To:</td></tr></table>	From:	To:
From:	To:				
From:	To:				
Address: <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/>	Address: <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/>				
Postcode: <input style="width: 95%;" type="text"/>	Postcode: <input style="width: 95%;" type="text"/>				
Telephone N ^o : <input style="width: 95%;" type="text"/>	Telephone N ^o : <input style="width: 95%;" type="text"/>				
E-mail: <input style="width: 95%;" type="text"/>	E-mail: <input style="width: 95%;" type="text"/>				

Section 8 Declaration

I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed: <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/>
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St Mary's Nursery undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, St Mary's Nursery may keep your details on file pending suitable opportunities that may arise in the future.

Please tick if you do not wish us to hold your details.

Section 9 Recruitment Monitoring Form



This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A. White

- White UK
- Irish
- White non-UK
- Any other White background (please give details):

D. Black or Black British

- Black Caribbean
- Black African
- Any other Black background (please give details):

B. Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background (please give details):

E. Chinese or other ethnic group

- Chinese
- Vietnamese
- Any other ethnic background (please give details):

C. Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (please give details):

F. I do not wish to provide this information



Section 9 Recruitment Monitoring Form continued

Gender

Male Female

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled? Yes No

If yes, please give details:

Age Group

16-25 26-35 36-45
46-55 56-65 66-70
Over 70

Media

Please state where you saw this post advertised

