**Sample Job Application Form**

**(Setting name and address)**

This setting is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

|  |  |
| --- | --- |
| **Post applied for** |  |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact Tel No. 1** |  |
| **Contact Tel No. 2** |  |
| **Email address** |  |
| **Driving licence** | Yes/No (if relevant to post)  If yes, does it have any endorsements? |
| **Please tell us if you require any additional support to attend an interview** |  |

**Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Awarding body** | **Qualification level** | **Grade, if applicable** | **Date achieved** |
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**Other training attended**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Training provider** | **Length of course** | **Date** |
|  |  |  |  |
|  |  |  |  |
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**Employment history**

Start with your most recent or current employment and work backwards.

Please include any gaps in employment and reasons.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates from-to** | **Position** | **Main duties** | **Employer** | **Reason for leaving** |
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**Supporting statement**

Please give your reasons for applying for this post and state how you meet the person specification. You are also invited to provide any additional information you wish to support your application.

**References**

One of the references you provide must be from your current or most recent employer and must be on headed paper. The other can be from someone that has known you for a minimum of five years and will be able to provide a reference that meets all requirements and is able to demonstrate your suitability for the post. References from relatives/partners will not be accepted.

Are you related to or have any close relationships with any employers, employees, committee members or any children or young people attending the setting?

If so, give details:

**Reference 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact Tel No.** |  |
| **Email address** |  |
| **Contact prior to interview?** | Yes/No |
| **How does this person know you?** |  |
| **How long has this person known you?** |  |

**Reference 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact Tel No.** |  |
| **Email address** |  |
| **Contact prior to interview?** | Yes/No |
| **How does this person know you?** |  |
| **How long has this person known you?** |  |

**Criminal Records Information**

Short listed candidate/s will be asked about relevant criminal records as part of pre- recruitment checks. If a relevant criminal record is disclosed, we will ensure an open and fair discussion takes place before making a final offer. Failure to disclose information that is then later revealed on a Disclosure and Barring Service (DBS) check could lead to withdrawal of an offer of employment. After receiving the DBS check, we will discuss any matters revealed that have not been previously addressed, before reconsidering the conditional offer of employment.

**Self Disclosure Statement**

I certify that I am not disqualified from work with children or subject to sanctions imposed by a regulatory body or professional body e.g. Ofsted, the General Social Care Council (GSCC) or General Medical Council (GMC) and that all information provided on the form is complete and accurate.

|  |  |
| --- | --- |
| **Signed** |  |
| **Date** |  |