Job Application Form

Charity number: 1028290

The Institute, Penberthy Road, Portreath, Redruth, Cornwall TR16 4LP

07527 700414 / 01209 842206

portreathpreschool@gmail.com

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

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| --- | --- | --- | --- |
| Post |  | Closing date | Friday 20 October 2023 |

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Surname |  |
| Full address including postcode |  |
| Home phone number |  | Work phone number |  |
| Can we ring you at work? | Yes / No |
| Email address |  |

**Please give the names and addresses of two people who can verify or confirm your employment record.  One should be your present or most recent employer. The referees should be your immediate line manager, if this is not the case please give details of relationship.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |
| Position |  |  | Position |  |
| Address |  |  | Address |  |
| Telephone number |  |  | Telephone number |  |
| Verification is normally sought after interview. Please indicate whether your references can be approached before the interview | Yes / No |

**Qualifications Achieved:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Names of Educational Establishments | From | To | Brief Details of Courses | Grade |
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**Study currently being undertaken:**

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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**

|  |  |
| --- | --- |
| Current/most recent employer |  |
| Full address including postcode |  |
| Date started  |  | Until |  |
| Job title |  |
| Basic salary per hour |  |
| Brief description of duties |  |
| Notice required |  | Reason for leaving |  |

**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).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Employer Name and Address*Or*Reason for gap in employment | Job Title, Duties and responsibilities | Reason for Leaving |
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**Please give details of other interests**

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**Experience/Relevant Skills** – Supporting statement

Having read the job description and the information contained in the advert poster, please provide a supporting statement explaining how your experience and achievements to date would make you a suitable candidate for this post. Please either use the box below or attach your supporting statement to the application form, with your name clearly printed at the top.

|  |
| --- |
| **Supporting Statement** |

**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 the Pre-school may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the Pre-school.

|  |  |
| --- | --- |
| **Signature :** | **Date:** |

Please return by email to portreathpreschool@gmail.com or in an envelope marked ‘CONFIDENTIAL’; to:

Portreath Pre-school, The Institute, Penberthy Road, Portreath, Redruth TR16 4LP

Charity number: 1028290 EY Registration: 102847