**INTERNAL USE ONLY - Application reference number – P.S.PractionerL3/Sep 2022**

**Job Application Form**

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| **Job Title:** | Pre-school Practitioner (Birch x 1 & Marks Tey x 1) |

**Please indicate which Setting you wish you application to be considered for – Birch / Marks Tey / Both**

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| **PERSONAL DETAILS** |
| **Title** |  |
| **First Name(s)** |  |
| **Last Name** |  |
| **Date of Birth** |  |
| **National Insurance Number** |  |
| **Address** |  |
| **Postcode** |  |
| **Email address** |  |
| **Home telephone number** |  |
| **Mobile telephone number** |  |
| **Can we ring you at work?** | Yes or No (please delete as appropriate) |

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be from your current employer the other from your last employer. References received must cover the last five years of employment (if you need to continue beyond these pages use A4 size white paper). **Please do not use relatives, partners or friends as references**

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| **REFERENCES CURRENT** |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Full contact address** |  |
| **Telephone** |  |
| **Email address** |  |
| Please indicate whether your referee can be approached immediately. References are normally sought after interview. Yes or No (please delete as appropriate) |

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| **REFERENCES PREVIOUS** |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Full contact address** |  |
| **Telephone** |  |
| **Email address** |  |
| Please indicate whether your referee can be approached immediately. References are normally sought after interview. Yes or No (please delete as appropriate) |

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| **CRIMINAL RECORD BUREAU CHECKS** |
| If you work in a childcare setting you will need to have a DBS check completed |
| **Have you had a DBS check completed:** |  |
| **If yes, when was this last completed:** |  |

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| **MOBILITY** |
| **Do you have a valid driving licence?** |  |
| **Do you have access to a vehicle for work purposes?** |  |

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| **QUALIFICATIONS AND TRAINING**  |
| **Summarise any childcare qualifications or training you have e.g. BTEC, NVQs, First Aid** |
| **Qualifications/training** |  |
| **Level/Grade** |  |
| **Date obtained/attended** |  |
| **Results pending** |  |
| **Qualifications/training** |  |
| **Level/Grade** |  |
| **Date obtained/attended** |  |
| **Results pending** |  |

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| **Other qualifications/training – College/School e.g. GCSEs, CSEs, O levels, A levels** |
| **Qualifications/Training** |  |
| **Level/Grade** |  |
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| **Level/Grade** |  |
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| **EMPLOYMENT include voluntary placements** |
| **Employer’s name** |  |
| **Job Title** |  |
| **Dates of employment** |  |
| **Duties undertaken** |  |
| **Employer’s name** |  |
| **Job Title** |  |
| **Duties undertaken** |  |
| **Employer’s name** |  |
| **Job Title** |  |
| **Dates of employment** |  |
| **Duties undertaken** |  |

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| **ADDITIONAL INFORMATION** – Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post.  |
| **Leadership skills e.g. describe any management/supervising responsibilities** |
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| **Knowledge and skills in childcare e.g. Key person, 0-3 matters, volunteer work, playwork** |
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| **Communication skills e.g. working in a team, speaking with parents/customers** |
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| **Organising ability e.g. time management, working to a routine** |
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| **Planning skills e.g. arranging activities appropriate to age** |
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| **Describe an achievement that you are most proud of** |
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**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 contract of employment.

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| Signed: |  | Date: |  |

Please email the completed form to Sarah Lawrence (pr@caterpillarspreschool.org) by 1st September 2022