

INTERNAL USE ONLY - Application reference number – MANAGER0426

Job Application Form

Job Description – Preschool Manager

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**

Please note : References will be sought after a successful interview. A start date will not be confirmed until at least 2 satisfactory references have been received

REFERENCES CURRENT	
Name	
Position	
Address	
Full contact address	
Telephone	
Email address	
Please indicate whether your referee can be approached immediately. Yes / No	

REFERENCES PREVIOUS	
Name	
Position	
Address	
Full contact address	
Telephone	
Email address	
Please indicate whether your referee can be approached immediately. YES/NO	

CRIMINAL RECORD BUREAU CHECKS	
If you work in a childcare setting you will need to have a DBS check completed prior to you taking up employment with us. Do you currently DBS certificate : YES / NO (Please delete as appropriate)	
If you already have a DBS Certificate to work in Early Years/Childcare, please complete the following boxes	
DBS certificate number	
Date of issue	
ID number if you DBS certificate is registered on the DBS update service	

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

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	

Other qualifications/training – College/School e.g. GCSEs, CSEs, O levels, A levels	
Qualifications/Training	
Level/Grade	
Qualifications/Training	
Level/Grade	
Qualifications/Training	
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Level/Grade	
Qualifications/Training	
Level/Grade	

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

Knowledge and skills in childcare e.g. Key person, 0-3 matters, volunteer work, playwork

Communication skills e.g. working in a team, speaking with parents/customers

Organising ability e.g. time management, working to a routine

Planning skills e.g. arranging activities appropriate to age

Describe an achievement that you are most proud of

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.

Signed:

Date:
