**APPLICATION FORM**

**POST APPLIED FOR:**

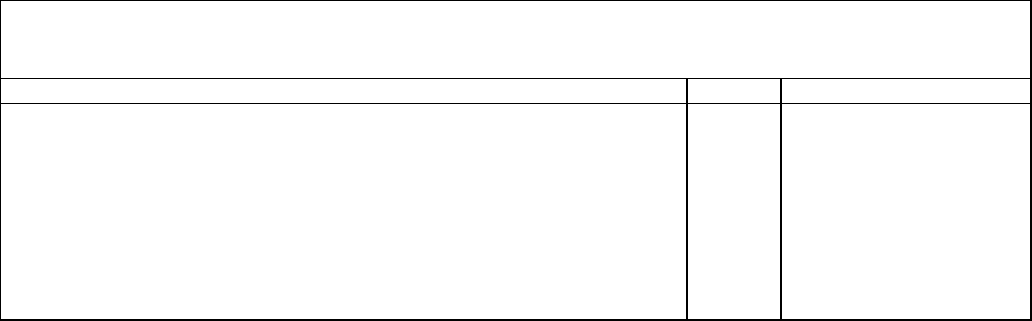
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| --- | --- |
| **PERSONAL DETAILS** | |
| Title: Forenames:  (Please include middle names) | Surname:  Previous Surname: |
| Current Address:  Number of years at this address:  Date of Birth (optional):  National Insurance No: | Home Tel No:  Work Tel No:  Mobile No:  Email: |
| **Previous Addresses**: (if resident at current address for **less than five years**, please provide any previous addresses during this period  1. 2.  Number of years at this address: Number of years at this address: | |

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| **REFEREES**  Please provide the names of two referees (these should include your present employer). Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently in work with children. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. Please indicate whether we may contact the referee. | | |
| Name | Address  (including post code, email address, and tel no.) | Position/Relationship to you |
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| --- | --- |
| **FORMAL EDUCATION** | |
| Senior/Secondary School (Name and Address) | |
| O-Level/GCSE Subjects (with dates/grades) | A-Level Subjects (with dates/grades) |
| University, College, Further Education (Name and address)  Subjects taken:  Qualification: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT**  Please enter your present employment first; part-time employment should be clearly indicated | | | | |
| Present post and salary | Name of Employer | Date in post:  From and to | Duties | Reason for leaving |
|  |  |  |  |  |
| Previous Posts | Name of Employer | Date in post:  From and to | Duties | Reason for leaving |
|  |  |  |  |  |

**OTHER RELEVANT EXPERIENCE, INTERESTS, SKILLS, QUALIFICATIONS e.g. First Aid, Driving licence**



**PERIOD OF UNPAID ACTIVITY**

Please give details of periods not spent in full-time or paid employment

From

To

If appointed, when could you begin? What is your required period of notice?

Are you eligible for employment in the UK? Yes No

Do you have any restrictions on taking up employment in the UK? Yes No

(e.g. time limit/visa)

Do you have any unspent convictions, cautions, reprimands or warnings?

* Yes
* No

If so, please give details. Please note that if you are successful in your application, an offer of employment will be conditional upon an enhanced criminal records check being obtained. Please see the statement on criminal records check detailed below.

**DECLARATION**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. I have never been the subject of a referral to the Department for Education, or am subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts me from being involved in the management of an independant educational institution.

I have not been disqualified from working with children, I am not named on the Disclosure & Barring Service Children’s Barred List or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the Teaching Agency), and either:

* I have no convictions, cautions or bind-overs

or

* I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

I declare that the information given herein is to the best of my knowledge correct.

**You should be aware that St John’s College, Bainton Road Nursery will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.**

**Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.**

**Signed Name Date**

All data supplied by candidates will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018, General Data Protection Legislation, and St John’s College Data Protection Policy and recruitment monitoring process.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

**St John’s College, Bainton Road Nursery is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.**

**Please email this application to** [**vacancies@sjc.ox.ac.uk**](mailto:vacancies@sjc.ox.ac.uk)