



# Riding Mill Outdoor Preschool

## APPLICATION FORM

Riding Mill Outdoor Preschool is fully committed to the principles of safer recruitment, ensuring that safeguarding and promoting the welfare of children is central to our recruitment process.

<b>Post Applied for:</b>	Deputy Leader
--------------------------	---------------

### Section 1: Personal Details

<b>Forename(s):</b>		<b>Surname:</b>	
<b>Former Names (if applicable):</b>			
<b>Current Address:</b>		<b>Contact Details</b>	
		<b>Mobile:</b>	
		<b>Telephone:</b>	
		<b>Email:</b>	
<b>Post Code:</b>			
<b>National Insurance Number:</b>			
<b>Disability:</b> Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> Please tell us about any reasonable adjustment you need to help you with your employment application. (If you are appointed to the post, we will also ask you at that stage about any reasonable adjustments you may need to help you do the job for which you are applying.)			

### Section 2: Education, Training and Qualifications

Secondary Education		
Name and location	Examinations passed with grades	Date qualification awarded
Higher Education		
University/College/Organisation	Course undertaken and qualifications passed with grades	Date qualification awarded
Childcare qualifications		
Organisation	Qualifications	Date qualification awarded


**Courses attended in the last 5 years** Please include organising body, course title, dates and duration


**Please list any relevant professional bodies of which you are a member:**


**Special Interests and Relevant Experience**

Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and, if relevant, to working with children.

--

**Section 3 – Employment History**

**Present Post (or, if not in employment, your last employer)**

Employer	Address	Your job title
Annual Salary /hourly rate	Ages Taught	Date of appointment
£		

**Give details of present post, including job title, subjects taught and areas of responsibility:**

--

**Reason for leaving:**  
(if applicable)

--

**Previous Employment (please complete in chronological order starting with the most recent)**

Include details of all full and part time posts, periods of employment before dates of qualifications and an explanation for any gaps in employment.

From:	To:	Name and Address of Employer	Position Held	Reason for Leaving

--

**SECTION 4 - SUPPORTING STATEMENT**

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post.

Large empty box for writing the supporting statement.

**Section 5: References**

Please give the name and address of two professional referees. One of these should be your present or most recent employer. If you are not currently working with children, include as a referee the setting at which you were most recently employed working with children.  
References will be taken up prior to interview.

<b>Title:</b>		<b>Title:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Name of establishment:</b>		<b>Name of establishment:</b>	
<b>Address:</b>		<b>Address:</b>	

<b>Postcode:</b>		<b>Postcode:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Tel No:</b>		<b>Tel No:</b>	

**Section 6 - Declarations**

**Declaration of Criminal Offences**  
 This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to disclose all offences, convictions, cautions, reprimands, warnings or bind-overs you have that are current or 'spent' or any court cases that you have pending.

<b>Details of Offence(s)</b>	<b>Place and Date of Judgement(s)</b>	<b>Sentence(s)</b>

As the occupant of this post will have substantial access to children, a disclosure request will be made to the appropriate organisations to ascertain whether their records reveal any criminal convictions (including spent convictions). **Failure to disclose any criminal conviction could prevent further consideration of an applicant for appointment.**

**If appropriate: Relationships and Canvassing**  
 Please declare below any family or close relationship with an existing employee or director of Riding Mill Outdoor Preschool. **Canvassing or non-declaration could disqualify an application.**

**Immigration, Asylum and Nationality Act 2006**  
 Riding Mill Outdoor Preschool will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. Please tick the box to confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested.

**Data Protection Act 1998**

Please tick the box below to confirm that you give your consent to Riding Mill Outdoor Preschool for personal information (any information which may be considered personal data and/or sensitive data within the definitions of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited agencies or organisations in accordance with the Data Protection Act 1998

I declare that the information given in this application form is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 1998 for my employer to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.

**Print Name** .....**Signature**.....

**Date**.....

**Please return this application form via email to admin@rmop.co.uk or by post to Riding Mill Outdoor Preschool, Broomhaugh C of E First School, Church Lane, Riding Mill, Northumberland, NE44 6DR**



# Riding Mill Outdoor Preschool

## EQUALITIES MONITORING FORM

<b>Post Applied for:</b>	
--------------------------	--

Riding Mill Outdoor Preschool wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Please complete this section of the application form which will be separated from the rest of the form before shortlisting takes place.

You can be assured that the information will be treated in confidence and stored securely.

Please tick the appropriate box:

**Gender** Male  Female  Prefer not to say

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54   
55-59  60-64  65+  Prefer not to say

**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  If other religion or belief, please state:

**What is your sexual orientation?**

Heterosexual  Gay woman/lesbian  Gay man  Bisexual

Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

**White**

English  Welsh  Scottish  Northern Irish  Irish

British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please state:

**Mixed/multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please state:

**Asian/Asian British**

Indian  Pakistani  Bangladeshi  Chinese

Prefer not to say  Any other Asian background, please state:

**Black/ African/ Caribbean/ Black British**

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please state:

**Other ethnic group**

Arab  Prefer not to say  Any other ethnic group, please state: