

Job application form

Application for the post of: _____

Job reference no: _____ Closing date: _____

Personal details

First Name: _____ Surname: _____

Address: _____

-

Home no. _____ Mobile no. _____

Work no. _____ Can we ring work? Yes No

Email address: _____

References

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be your line manager at your current/ last employer. Please do not use relatives, partners or friends as referees.

Name: _____

Position held and relationship: _____

Organisation name and address: _____

Telephone no: _____

Email address: _____

May we contact the referee before interview? Yes No

Name: _____

Position held and relationship: _____

Organisation name and

address:

Telephone no:

Email address:

May we contact the referee before interview? Yes No

Recruitment monitoring form- confidential

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purpose of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to the interview or offer you employment. As an equal opportunities employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for:

Name (forename(s) and surname in full):

Date of birth: ----- Age:

If you are invited to attend for an interview or take up employment and require special arrangements please give us details below:

Do you consider yourself to have a disability? Yes No

Gender Male Female

I would describe my race or ethnic origin as (please tick appropriate box):

- | | | | | | |
|---------------|--------------------------|-----------------|--------------------------|--------------|--------------------------|
| White | | Black | | Asian | |
| White British | <input type="checkbox"/> | Black British | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| White Irish | <input type="checkbox"/> | Black African | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| White other | <input type="checkbox"/> | Black Caribbean | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| | | Black other | <input type="checkbox"/> | Asian other | <input type="checkbox"/> |

Chinese
 Chinese
 Chinese other

Mixed
 White and Black Caribbean
 White and Black African
 White and Black Asian

Other please state:

Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.

Have you ever been convicted, cautioned or reprimanded for a criminal offence? Yes No

Are you any of the 2 lists banning you from working with children or vulnerable adults imposed by the Independent Safeguarding Authority? Yes No

If yes, please give details and date(s) in the space provided below:

Do you need a work permit to work in the UK? Yes No

National Insurance number:

How did you find out about this vacancy? (Please give the name of the newspaper/journal/website):

I consent to The Lime Trees, to hold the data in equal opportunities section of this form in your database and manual file.

Signature of applicant: _____ Date: _____



INTERNAL USE ONLY

Applicant Reference Number:

Qualifications achieved (start with most recent):

Secondary Schools, Colleges, Universities	From	To	Brief details of course and qualifications taken:	Grade

Study currently being undertaken:

Secondary Schools, Colleges, Universities	From	To	Brief details of course and qualifications taken:	Grade

Professional or other qualifications, apprenticeships, memberships of professionals organisations:

Other training you have received which you consider relevant:

Employment history

Current/ most recent employment:

Name and address of employer:

Date started:

Until: _____ Notice required:

Job title: _____ Basic salary per annum:

Brief description of duties:

Reason for leaving:

Other employment/ career history starting with the most recent:



THE LIME TREES

Do you have a driving license? Yes No

Do you have access to a vehicle? Yes No

Do you have access to public transport? Yes No

Do you have any relationships (i.e. family, friends) with anyone working for the Lime Trees? Yes No

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 withdrawal of any offer of employment.

I declare that the information given on this 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 Lime Trees may process, by mean of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the Lime Trees

Signature: _____ Date: _____

Please return this application form in an A4 sized envelope marked 'CONFIDENTIAL' to:



THE LIME TREES

Gareth Degenhart

The Lime Trees

Burton Joyce Primary School

Padleys Lane

Burton Joyce

NG14 5EB