

# Children's Centre - Nursery - Primary Dulwich Wood Federation

Application for appointment as:

Title:		DFES Number:	
Surname:			
First names:			
Address:			
Email:		Telephone:	
NI Number:		Do you require a work permit? Yes / No	

**ENTITLEMENT TO WORK:** It is against the law to employ a person aged 16 or over who does not have permission to live and work in the UK. You will be requested to produce documentary evidence of your legal right to work in the UK before starting work with us.

**REFERENCES:** Referees must have knowledge of your professional competence and must include your current employer (or, most recent if unemployed). Personal Referees must not be related to you and have known you for at least 3 years. References will be required should you be short-listed.

**REFEREE 1**

Name:			
Address:			
Email:		Telephone:	
In what capacity do you know this referee?		Number of years known:	

**REFEREE 2**

Name:	
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CURRENT / LAST EMPLOYMENT					
Your present / last job title and a summary of duties:					
Name and address of employer:					
Date appointed:		Date left (if applicable):			
Salary and grade:					
Reasons for leaving this employment:					
EMPLOYMENT HISTORY – (Most recent first)					
Employer's name and address	Post held	From	To	Grade / Salary	Reason for leaving

## APPLICANT STATEMENT

### Using the Job Description & Person Specification:

- Please pick out those aspects of your experience or skills that are relevant to this post.
- Using examples, explain how your ability, skills and knowledge match those required for the appointment.
- Please consider experience in previous employment and also other interests outside work, such as at home, in the community or through voluntary activities.

If you decide to hand write this letter please submit it on a separate sheet.

## DECLARATIONS

### SECTION A:

#### **REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (EXCEPTIONS) AMENDMENT) ORDER 1986**

Because of the nature of the work for which you are applying, you are required to make disclosure of any criminal conviction. By virtue of the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, or of any bind-overs, cautions, reprimands or final warnings and in the event of employment, any failure to disclose such convictions could result in not proceeding further with your application, withdrawal of any offer of employment and/or dismissal or disciplinary action by the School.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the nature, circumstances and background to your offence(s). Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. As this post meets the requirements in respect of exempted questions under the act, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau (CRB) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Details of all cautions, reprimands, final warnings, convictions (including 'spent' convictions) are as follows:

**If NONE, please write NONE (DO NOT LEAVE THE ABOVE SPACE BLANK)**

Maiden Name, previous married name and any other names by which you have been known (if applicable)	
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Signature:		Date:	
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### SECTION B:

I confirm that the information given by me on this application form is correct. I understand that giving false information may result in the school not proceeding further with the application, withdrawal of any offer of employment and / or dismissal from the school if appointed. I understand that any offer of appointment will be subject to satisfactory medical and criminal record check with the CRB (as detailed above).

Signature:		Date:	
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Please complete and sign sections A & B on page 4  
Alternatively returning by e-mail implies acceptance to application conditions