



# Twyford Playgroup

Twyford Playgroup  
The Gilbert Room, Twyford Parish Hall  
Hazeley Road  
Twyford  
SO21 1QY

## Employee Application Form

Name:

Address:

Email:

Mobile Number:

National Insurance Number:

**Please describe your personal qualities and any experience that is relevant to this role:**

**Employment History - Current or most recent employer:**

**Date Started:**

**Job title and description:**

**Reason for seeking new employment:**

**Previous employer:**

**Date started with previous employer:**

**Date left previous employer:**

**Job title and description:**

**Reason for leaving this employment:**

**Education: Highest level of qualification achieved (we will ask to see evidence of all listed qualifications at interview):**

**Date achieved:**

**GCSE or equivalent qualifications achieved:**

**Date achieved:**

**Reference 1 - type of reference**

Professional / Personal (**Please circle**)

**Name and position held:**

**Address:**

**Email:**

**Telephone:**

**Reference 2 - type of reference**

Professional / Personal **(Please circle)**

**Name and position held:**

**Address:**

**Email:**

**Telephone:**

*All applicants must be willing to undergo effective child protection and safeguarding screening This will include references from previous employers and a DBS check and registering with the DBS Update Service All staff must confirm they are not included on Children's barred list or PoVA or barred by the Independent Safeguarding Authority, or disqualified from working with children, or live with someone who has been disqualified from working with children, or been refused registration or had it cancelled: subject to sanctions imposed by a regulatory body, e g the Teaching Agency or Health & Care Professions Council and Ofsted All our posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and warnings including those regarded as spent, must be declared If YES then please give details below, including dates.*

**Have you ever been convicted, cautioned or reprimanded for a criminal offence or been banned from working with children or vulnerable adults?**

No / Yes **(Please circle)**

**Additional details:**

**I hold a current DBS:**

No / Yes **(Please circle)**

**I hold a transferable DBS:**

No / Yes **(Please circle)**

**Date of issue:**

**Disclosure Number:**

**Registered Person/body requesting DBS:**

*We are committed to equal opportunities in employment As part of this policy, all applicants for employment are requested to complete this section for purposes 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 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, disability, gender reassignment, marriage, and civil partnership, pregnancy and maternity, race, religion Please help us to achieve our main aim by completing the following questions:*

**Gender:**

Male / Female / Unspecified **(Please circle)**

**Date of Birth:**

**Do you consider yourself to have a disability:**

No / Yes **(Please circle)**

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

**Ethnicity:**

White British / White Irish / White Other / Black British / Black Caribbean/ Black African / Black Other / Bangladeshi / Pakistani / Indian / Asian Other / Chinese / Chinese Other / White & Black Caribbean / White & Black African / White & Black Asian / Other **(Please circle)**

**If other, please state:**

*This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs including those as 'spent' must be declared. I confirm that I am not included on List 99 or PoVA or barred by the Independent Safeguarding Authority, or disqualified from work with children; subject to sanctions imposed by a regulatory body, e g the General Teaching Council (GTC) or General Social Care Council (GSCC) and have no convictions, cautions and bind-overs.*

**Please sign to confirm:**

**I give consent to Twyford Playgroup to hold the data in all sections of this form in their database and manual file:**

No / Yes **(Please circle)**