

**PRIVATE and
CONFIDENTIAL**



The Rocking Horse Club Pendle Ltd., as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of his or her sex, marital status, race colour, nationality, national origins, ethnic origins, faith, sexual orientation or disability, not be disadvantaged in any unjustifiable way by any other condition.

Application for the post of:.....

To be returned by:

Title: Forename: Surname:

Previous name(s):

Home Address:

.....

..... Postcode:

Telephone Number(s) Please indicate a preferred method of contact.	Home: Preferred <input type="checkbox"/>	Mobile: Preferred <input type="checkbox"/>	Work: Preferred <input type="checkbox"/>
--	--	--	--

May we contact you at work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----------------------------	------------------------------	-----------------------------

Email address:

If you supply an email address you are agreeing to receive all further correspondence regarding your application via email.

National Insurance Number:

Present post / job title:

Name and address of present employer:

.....

.....

Date appointed: Salary/grade: Notice period:

Previous employment and voluntary experience:
(please give exact dates and indicate the reasons for any gaps in employment records)

Employer	From	To	Post/job title (please indicate if in local government and give grade)	Reason for leaving

Education (details of Secondary Schools, Colleges, Universities and Professional Education)	
Schools / Colleges / Universities and Professional Education (including start and end dates)	*Qualifications obtained (including Awarding Body, grades and dates)
*Certificates for qualifications shown as essential will be checked at interview	

Current course of study (if any) and the date you expect to complete it.:

Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training etc.

Membership of professional bodies.

Experience or achievements:

Give a concise account of relevant experience, current duties, or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those related to the list of essential experiences, skills etc. for the post set out in the Person Specification.

Also include any appropriate voluntary and other interests (membership of relevant societies etc.)

Please use an additional sheet if necessary.

Disclosure of Criminal Background (please refer to enclosed advisory notes)

Have you ever been found guilty of any criminal offence: Yes No (tick as appropriate)

If yes, please specify date of conviction, caution, conditional discharge or bind-over, court, nature of offence and sentence.

Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a 'regulated post for employment' (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements.

If this post involves working with children or vulnerable adults.

I certify that I am not included on the Children's Barred List or Adults' Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.

Signed: Date:

Do you hold a current full driving licence for a car (or other relevant vehicle) (tick as appropriate). Yes No Not required for post

Do you consider yourself to have a disability, or to be a deaf person? Yes No
For a definition, see our advice not 'How to complete the application form'.

Canvassing directly or indirectly will disqualify candidates.

By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.

I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be dismissed without notice. I certify that my application does not breach terms of a voluntary redundancy / severance agreement.

Signed Date:

Details of Referees

Please give the name, address and occupation of two referees and state their relationship to your (eg. Employer / supervisor / tutor). Where appropriate, one referee should be your current or most recent employer.

Please refer to the guidelines for advice on appropriate referees.

The Rocking Horse Club reserves the right to seek any further references deemed appropriate.

1. Postcode: Telephone No. Email address: Relationship:	2. Postcode: Telephone No. Email address: Relationship:
---	---

When completed this form should be sent to:

Mrs A. Woodward
Walton Lane Nursery School & Rocking Horse Club
Walton Lane
Nelson BB9 8BP