**Millmoot’s Little Boots Application Form**

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| **For photocopying purposes, please use black ink when completing.** | | | | | | | | | | | | |
| **POST APPLIED FOR:** | | | | | | | **CLOSING DATE:** | | | | **DOB:** | |
| **Section A – Personal Details** | | | | | | | | | | | | |
| **Surname:** | | | | | | | **Forename:** | | | | | |
| **Address:**  **Post Code:** | | | | | | | **Telephone (Mobile):**  **(Home):**  **E-mail Address:** | | | | | |
| **Section B – Present or Most Recent Employment** | | | | | | | | | | | | |
| **Job Title:** | | | | | | | **Period of Notice:** | | | | | |
| **Date Joined:** | | | | | | | **Date Left (if applicable):** | | | | | |
| **Name and address of employer:** | | | | | | | | | | | | |
| **Main Duties:** | | | | | | | | | | | | |
| **Section C – Reference**  Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer. Please note if you are shortlisted, one of your references prior to interview will be contacted unless advised not to. | | | | | | | | | | | | |
| **Name and Address** | | | **Occupation** | | | **Years known** | | | **Contact Details** | | | |
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| **Section D – Previous Employment** | | | | | | | | | | | | |
| **Dates** | | | | | **Position held** | | **Employer (name and town of employer)** | | | | | **Reason for Leaving** |
| **From** | | **To** | | |
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| **Please continue on a separate sheet if necessary.** | | | | | | | | | | | | |
| **Section E – Education, Qualifications and Training relevant to the position you are applying** | | | | | | | | | | | | |
| **From** | **To** | | | **School/College/University/Training Establishment** | | | | | | **Qualification Obtained**  **(if applicable)** | | |
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| **Please continue on a separate sheet if necessary.** | | | | | | | | | | | | |
| **Please explain any gaps in your Education and Employment history since the age of 16.** | | | | | | | | | | | | |
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| **Section F – Skills, Experience and Knowledge**  **Please state the reasons why you wish to apply for the position and give details of any experience, skills and/or training that you think is relevant, together with any other information in support of your application.** | | | | | | | | | | | | |
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| **Please continue on a separate sheet if necessary.** | | | | | | | | | | | | |
| **Section G – Rehabilitation of Offenders Act 1974** | | | | | | | | | | | | |
| **All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013, 2020 and 2023) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry and Justice website:**  [**https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) | | | | | | | | | | | | |
| **Section H - Declaration** | | | | | | | | | | | | |
| **I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) satisfactory Ofsted checks and d) the entries on this form proving to be complete and accurate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.** | | | | | | | | | | | | |
| **Signature:** | | | | | | | | **Date:** | | | | |