

## Application Form

**Post applied for**

**Personal details** *(please complete by hand in block capitals)*

Full name:	
Address:	Daytime contact number:
	Home telephone number:
	Email:
Postcode:	Date of birth:
National insurance number:	
Notice period, or date when you would be available to start work:	

**Employment history**

Please give details of your current or most recent employment first. Include paid and voluntary work.

Start / end date	Employer name and address	Job title	Nature of work

*Continue on a separate sheet if necessary.*

**Education, training and development**

Please give details of your education and training, starting with the most recent. Include any formal qualifications or certificates you may hold.

<b>Start / end date</b>	<b>University, college, school or training establishment</b>	<b>Qualification or course details</b>	<b>Grade</b>

**Personal statement**

Please state why you think you are suitable for this job. Give examples where appropriate and ensure that you address the points covered in the job description. Continue on an additional sheet if necessary.

**References**

Please give the contact details of two people who are willing to provide references regarding your suitability for the post. One must be your current or most recent employer.

First referee: Present / most recent employer	Second referee
Name: Address:    Email: Telephone: Relationship to applicant:	Name: Address:    Email: Telephone: Relationship to applicant:

Can we approach your referees prior to interview?      Yes / No

**Criminal convictions**

Due to the nature of this post and the law relating to it, this post is exempt from the Rehabilitation of Offenders Act. You must disclose all criminal convictions, cautions, court orders, reprimands, warnings or pending cases. It is a condition of any subsequent employment that you have done so. Failure to disclose any such information could result in dismissal or disciplinary action.

Any information that you supply will be dealt with on a confidential basis. OSCAHS will only take into account when considering your application those convictions, cautions, court orders, reprimands, warnings or pending cases relevant to the nature and purpose of the post for which you are applying.

The post is subject to an enhanced DBS disclosure for a regulated activity being obtained for the successful applicant which is satisfactory to OSCAHS. We will require full sight of the DBS certificate, and if appropriate, we will also check your status online via the DBS Update Service.

**Declaration**

I have read and understood the above statement. If I have any convictions, cautions or pending cases to declare I will supply details of them at the time of application to OSCAHS at the address shown below:

I further certify that the information contained on this application form is accurate and true

**Signed:** ..... **Date:** .....

Please return this form to **OSCAHS Ltd, 14 The Ridgeway, Horley, Surrey, RH6 7NN.**

The closing date for applications is [\[insert date\]](#). Interviews are planned for [\[insert date and am/pm\]](#)

If you receive no further communication within 6 weeks of the closing date please assume that your application has been unsuccessful. Thank you for your interest in the post.

**Privacy notice:**

*The personal information that we collect about you is used only to process your job application and to meet the relevant requirements of employment and childcare legislation. Our legal basis for processing your personal information is to fulfil our legal obligations as an employer and childcare provider.*

*Your information is kept secure during the selection process. We will use the contact details you give us to contact you in connection with your job application.*

- *If you are not invited for interview your personal data will be erased within 14 days of the application closing date.*
- *If you are invited for interview but not selected for the position, your personal data will be erased within 28 days of the interview date.*

*However, if you would like us to keep your application form on file for the next 12 months in case a suitable position becomes available, please tick this box.*

- *If your job application is successful, this application form and other information relating to your appointment will be kept in your staff file for the duration of your employment. Full details will be given in the **Staff Privacy Notice** when you commence your employment with us.*