

**Redhill Baptist Church Pre-School**

**APPLICATION FORM**

**FOR THE POSITION OF: DEPUTY MANAGER**

**PERSONAL INFORMATION**

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| **Surname** Click here to enter text. | **First Names** Click here to enter text.  |
| **Telephone (Landline)** Click here to enter text. | **Mobile Number** Click here to enter text. |
| **Home Address** Click here to enter text. | **Postcode** Click here to enter text. |
| **E-Mail** Click here to enter text. |

**ELIGABILITY TO WORK IN THE UK**

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| **Are you eligible to work in the UK?**  | YES [ ]  NO [ ]  |
| **Do you have any restrictions on taking up employment in the UK?** | YES [ ]  NO [ ]  |
| **If YES, please give details:**Click here to enter text. |

**QUALIFICATIONS**

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| **Please give details of secondary education, further and/or higher education and professional qualifications.** |
| Click here to enter text. |

**EMPLOYMENT HISTORY AND EXPERIENCE**

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| **Please give details of your employment history and experience, including roles and responsibilities. Your employment history should be complete with no gaps.** |
| Click here to enter text. |

**WORKING WITH PRE-SCHOOL**

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| **Please explain briefly your suitability for the role of Deputy Manager and what contribution you could make to Redhill Baptist Church Pre-School.** |
| Click here to enter text. |

**BACKGROUND INFORMATION**

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| **Please give brief details of your interests, skills and hobbies etc** |
| Click here to enter text. |

**REFERENCES**

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| **Please give the names and addresses of two people who will act as referees for you with regard to the position of Deputy Manager. PLEASE NOTE: One must be your current or most recent employer. Referees must not be relatives and must include at least one from outside Redhill Baptist Church or Pre-School.** |

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| **Reference 1** | **Reference 2** |
| **Name** Click here to enter text. | **Name** Click here to enter text. |
| **Address** Click here to enter text. | **Address** Click here to enter text. |
| **Postcode** Click here to enter text. | **Postcode** Click here to enter text. |
| **Phone** Click here to enter text. | **Phone** Click here to enter text. |
| **Email** Click here to enter text. | **Email** Click here to enter text. |

**DISCLOSURE**

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| **The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about Police cautions, “bindovers” or any criminal convictions that include any that would otherwise be considered “spent” under the Act.****The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are protected and 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 at the Disclosure and Barring Service (DBS) website.****Redhill Baptist Church Pre-School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.** |
| **Have you ever been involved with the Police such as interviewed, questioned, subject to a court order, bound-over, received a reprimand, warning, cautioned or convicted?** | YES [ ]  NO [ ]  |
| **Has anyone who lives in the same household or property as you been cautioned or convicted of an offence that may have a bearing on your suitability to work with children?** | YES [ ]  NO [ ]  |
| **Do you have parental responsibility for a child who is being assessed or who has been placed on a Child Protection Plan under Section 47 of the Children Act 1989?** | YES [ ]  NO [ ]  |

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| **If YES to any of these disclosures, please give details on a separate sheet and place in a sealed envelope/e-mail marked “Confidential Disclosure” and attach to this form.****Please note that these questions are asked of all staff and regularly at supervision to ensure their suitability to continue to work with children.****If this application and interview are successful, a DBS Enhanced Disclosure will be obtained alongside references and any appointment will be subject to a satisfactory result.** |

**DECLARATION**

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| **I consent to the information contained on this form and obtained in relation to this application, being processed by the employer in administering the recruitment process.****I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment. I understand that giving false information could result in the withdrawal of any employment offer and possible criminal prosecution.** |
| **Signed** Click here to enter text. |
| **Date** Click here to enter text. |

Please send your completed form to:

Sharon Millington, Pre-School Manager at manager.redhillbaptistpreschool@gmail.com

Redhill Baptist Church Pre-School | Hatchlands Road, Redhill, RH1 6AE | Reg. Charity No. 1137850