



Job Application Form

Updated January 2021

The Royal Naval Preschool Learning Organisation (RNPSLO) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will carry out a vetting process to ensure the children in our care remain safe from harm at all times.

Your Application	
Position applied for:	Location:
Personal Information	
First name/s:	Surname:
Address:	
Post code:	Contact number:
Email:	

Screening	Yes	No	Provide relevant details
National Insurance number			
Do you hold a full UK driving licence?			
Are there any endorsements?			
Have you ever worked for the Company before?			
Do you have any friends or family working for the Company?			
Do you have the right to work in the UK?			
Are there any reasons why you might be deemed unsuitable to work with children?			
Do you have any previous disciplinary sanctions on your record?			
How much notice are you required to give your current employer?			
List any languages spoken and level of competence			

Training		
Job related training courses provider	Date completed	Subject

Education			
Schools/college or university attended	From	To	Subject/Course and Results

Present or Last Employer		
Are you currently employed?	Yes	No
Name of current or last employer?		
Length of service	From:	To:
Job title		
Employer		
Brief description of duties		
What is your reason for leaving/wanting to leave?		

Employment History			
Name of employer	Dates of	Position held/duties	Reason for

	employment		leaving

Additional Questions	
What is your current salary?	
What is your expected salary?	
Where did you hear about the vacancy?	
Are you on the DBS update service?	
Explain any gaps in your employment history?	

Information to support your application
Please give examples of how you meet the criteria and skills outlined in the job description within the job role that you are currently working in or from a previous job.

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Criminal Record

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Any information will be completely confidential and will be considered only in relation to this application. In addition, if you are successful you are required to have a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.

- Do you have any 'unspent' conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Yes/No)?
- Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Yes/No)?
- Have you been made subject of a disqualifying order (Yes/No)?
- Are you on the Children's and Adult's barred list of persons considered unsuitable to work with children (Yes/No)?

If you have answered yes to any question, please provide more details?

References (you must provide your two most recent employers if applicable)

Can we approach your current employer for a reference before an offer of employment is made?	Yes	No
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Reference 1

Name of referee and position:

Name of Company:

Email address:

Telephone number:

Reference 2

Name of referee and position:

Name of Company:

Email address:

Telephone number:
Reference 3 (Education or personal, if there are no employers)
Name of referee and position:
Name of Company/relationship:
Email address:
Telephone number:

Data Protection
<p>All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of consent, performance of a contract and legal obligation to process the information provided by you in this form.</p> <p>Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.</p> <p>For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be provided upon request.</p> <p>Do you give your consent to hold your details for 6 months in order to be considered for any other suitable positions that may become available? Yes / No</p>

Declaration	
<p>I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of a series of relevant checks including references, qualifications, eligibility to work in the UK, criminal convictions, probationary periods, and a medical report (in line with the operation of the Equality Act 2010).</p>	
Signed:	Date:

For office use:

