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Application form

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| Post applied for: |  |
| Name: |  |
| Address: |  |
| Telephone number(s) - please indicate which one you would prefer us to use if we need to contact you |  |
| Email: |  |
| Do you hold a current driving licence? |  |
| Would you need a work permit to take up this post? |  |

**Referees:**

Please give the name, status, address and telephone number of at least two referees. Include an email address if possible.

If you are currently (or have recently been) employed, one should be your employer. References may be taken up before interview.

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| --- | --- | --- |
| Name of referee and relationship to you | Contact details (address, phone, email) | Can we contact him/her without further authority from you? |
| 1. |  |  |
| 2. |  |  |

Where did you see this post advertised? ……………………………………………………………….

Experience and education / training

Please list all employment with start and end dates and include details of any gaps between employment. Please continue on another sheet if necessary.

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| --- | --- | --- |
| **Current and Previous Employment (please start with most recent):** | | |
| Position held and main duties | Employer | Dates/duration |
|  |  |  |
| Voluntary experience | | |
| Responsibilities | Organisation | Dates/duration |
|  |  |  |
| **Education, training and qualifications including dates of qualifications obtained** | | |
| School or college attended | Dates | Qualifications |
|  |  |  |

Please say why you feel you would be suitable for the post, with particular reference to the Job Description and Person Specification, using examples from your own experience where possible. Please continue on another sheet if necessary.

Please tell us why you are interested in working for Peeple

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| |  | | --- | | CRIMINAL CONVICTIONS  THTH  The post for which you have applied is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (ROA) 1974 (Exemptions) Order 1975. Therefore, you are required to provide full details of all convictions, cautions and bind-overs including those regarded as spent under the ROA, and any pending prosecutions. In the event of employment any failure to disclose such sentence or convictions could result in dismissal or other disciplinary action.  Under arrangements for the protection of children, we will conduct an enhanced Disclosure and Barring Service (DBS) check before any appointment is confirmed, where the post-holder may come into regular contact with children. DBS checks will only be made on the successful applicant. Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in a summary dismissal. |  |  | | --- | | **Please answer the following:**  Have you previously used, or do you currently use, any other surname(s)? Yes/No  Do you have any criminal records to declare? Yes/No  This includes: prison sentence, bind-over, caution, discharge, probation, conviction, fines, community service, punishment orders, curfew, drug treatment/testing, reparation orders, compensation.  If YES when did this take place? What was the charge?  Are there any current criminal proceedings against you?  IF YOU HAVE ANSWERED YES TO EITHER OF THE QUESTIONS ABOVE, PLEASE GIVE DETAILS ON A SEPARATE SHEET. | |

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| **DECLARATION:**  I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to information given on this application form being correct. Providing false information with regard to this application shall disqualify me from such an appointment, or if discovered after employment, may lead to dismissal.  **Signed: Full name: Date:** |

Please send us your completed application in one of the following ways:

* Email: jobs@peeple.org.uk. Send the equal opportunities form in a separate email with “EO form” in the subject line; it will be separated out on receipt and not viewed by the selection panel.
* Post: to The Peeple Centre, PO Box 1404, Oxford OX4 6XW or by hand to the Little Peeple Nursery during nursery opening hours located on the Oxford Academy campus, Northfield Close entrance, Littlemore, Oxford, OX4 4NH (for sat nav, not post).

**Data Protection notice**

We will only use your information for the purpose or purposes it was collected for and we will not keep your data longer than is necessary for those purposes. Application forms from unsuccessful candidates will be kept for a period of 12 months from the end of the selection process. For more information please see our Privacy Notice on the Peeple website www.peeple.org.uk/privacy-policy