



PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING
All sections must be completed

Position Applied for:		How did you hear about this job vacancy?	
Surname/Family Name:		Preferred Title: Mr/Mrs/Miss/Ms	
First Name(s):		Previous Surname:	
Home Address:		Present Address (if different):	
Post Code:		Post Code:	
Telephone (Home):		Telephone (Work):	
Telephone (Mobile):		Email:	
National Insurance No:		Do you need a work permit to work in the UK? Please circle: Yes / No	
CURRENT EMPLOYMENT:			
Name and address of current employer:			
Job Title:	Date Appointed:	Current Salary:	Notice Period:
Description of role and responsibilities:			

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criteria detailed on the person specification and provide examples of how you meet these. If you need to continue beyond this page of the form, please use size A4 white paper.

PREVIOUS EMPLOYMENT DETAILS

Please list in chronological order, with precise dates if possible.

Employer name and address	Job Title	Role & Responsibilities	From	To	Reason for Leaving

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 if applicable (Please give details)

Reason for break in employment, e.g. travelling.	From (date)	To (date)

HIGHER EDUCATION

University/College full address:	Date attended from:	Date attended to:
Qualification Studying/Awarded:	Date Awarded (if applicable):	Full/Part time:

SECONDARY SCHOOL EDUCATION

Establishment(s) full address	Date attended from:	Date attended to:

Examinations (please give details of 'A/As' Levels and GCSEs, or equivalent: i.e. Subject, Date, Results/Grade or subjects being studied at present).

Subject	Date	Results/Grade

OTHER QUALIFICATIONS OBTAINED

Course and Organising Body <i>e.g. Safeguarding, First Aid, Food Safety, etc.</i>	Date	Qualification

TRANSPORT

Do you have a driving licence?	Yes / No
Do you have access to a vehicle?	Yes / No
Do you have access to public transport?	Yes / No

LEISURE INTERESTS

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

REFERENCES: Please provide the Names and Full addresses of two people who can verify your employment record. One must be your line manager at your current/last employer. Please do not use relatives, partners, or friends as referees. If you are a student we require references from your Head of Year, and Form Tutor/Lead Lecturer.

1) Name:	Position:
Address:	
Email:	Telephone:
2) Name:	Position:
Address:	
Email:	Telephone:

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

From what source did you learn of this vacancy?	
Are you a relative or partner of any employee within the The Meads Management Group/Committee?	Yes/No
If yes, please give details:	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	
In the interests of Safeguarding have you ever been convicted, cautioned, or reprimanded for a criminal offence?	Yes/No
Are you on any of the 2 lists banning you from working with children or vulnerable adults, imposed by the Independent Safeguarding Authority?	Yes/No
If yes, please give details and dates:	

If you are applying to volunteer with us please complete the attached information on Page 6

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be false, inaccurate, or incomplete could result in dismissal, disciplinary action, or withdrawal of any offer of employment.

I consent to The Meads Management Group, holding the data in the equal opportunities section of this form in your database and manual file.

Signature:

Date:

The Meads Management Committee is committed to the principles of equality of opportunity and to safeguarding and promoting the welfare of children and young people. The post is subject to an Enhanced DBS check being successfully carried out

Tel: 01992 582055

E-Mail: meads@millmead.herts.sch.uk

Web: www.meadsandmeadows.co.uk/

Facebook: /TheMeadsOOSC

/TheMeadsPreNursery

Twitter: @TheMeadsMeadows

Voluntary work only:

Please supply the names of two contacts from your school / college that are responsible for Duke of Edinburgh Schemes / work experience placements or are willing to supply a reference.

1) Name:	Position:
Address:	
Email:	Telephone:
2) Name:	Position:
Address:	
Email:	Telephone:
Reasons for application for voluntary work:	



Monitoring form

Employee number (please enter)

Our guidance throughout recognises that monitoring is strictly confidential but not anonymous. Pay numbers are a way to identify employees for monitoring purposes to ensure fairness and access to opportunity.

Monitoring ethnicity

The following sets out categories for monitoring ethnicity. We ask you to respond to this information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against you because of your ethnicity.

Meads Management Group assures you that any information you provide here will only be used to monitor the effectiveness of our policies and we will take steps to ensure this information remains confidential to The Meads Manager, Deputy Manager for HR & Meads Management Committee.

Monitoring questions:

How would you describe yourself?

Choose ONE section from A to E, and then tick the appropriate box

- A Asian or Asian British
 Bangladeshi
 Indian
 Pakistani
 Any other Asian background, please write in box
- B Black or Black British
 African
 Caribbean
 Any other Black background, please write in box
- C Chinese or other ethnic group
 Chinese
 Any other, please write in box
- D Mixed Heritage
 White and Asian
 White and Black African
 White and Black Caribbean
 Any other Mixed background, please write in box
- E White
 British
 English
 Irish
 Scottish
 Welsh
 Any other White background, please write in box
- F Prefer not to say

Disability monitoring

To make positive changes, the Meads Management Group wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives.

What do we mean when we say disability?

- Do you have a physical or mental impairment?
- Is it long term?
- Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?
- If you are invited to attend the interview or take up employment and require special arrangements, please give details below:

.....

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.

Employees with a disability or health condition are entitled in law to 'reasonable adjustments' to address their needs for support in the workplace. Therefore we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

Monitoring questions:

Do you consider yourself to have a disability or a long-term health condition?

- Yes No

What is the effect or impact of your disability or health condition?

- Prefer not to say

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please ask the Meads Manager or Deputy Manager who help and support you.

The Meads Management Group is committed to creating an environment where barriers are removed for disabled people and they can give of their best to succeed in our organisations.

The Meads Management Group gives a commitment that this information will remain confidential within the Meads office.

Gender monitoring

Concentrations of either men or women into certain jobs, the impact of family commitments are some reasons why men and women experience the workplace differently. Gender monitoring is key to ensuring that all employees have access to the same opportunities and the Meads Management Group is committed to work at achieving this.

Monitoring question:

Would you describe yourself as:

- Male Female Prefer not to say

Sexual orientation

Monitoring sexual orientation in our staff and in our recruits is a significant step towards acknowledging gay, lesbian and bi sexual staff within The Meads Management Group.

The Meads Management Group seeks to become an exemplar employer and make sure our processes and practices are fair to all staff.

Please help us and do this by completing the following questions around your sexual orientation.

Monitoring question:

What is your sexual orientation?

- Bisexual
 Gay man
 Gay Woman / Lesbian
 Heterosexual / Straight
 Other
 Prefer not to say

The Meads Management Group will only use this information for ensuring its staff policies work fairly for all and that your sexual orientation does not count against you.

We will ensure in any analysis that is made public that it will not be possible to identify you.

Age monitoring

We all have an age. Age discrimination regulations in the workplace are designed to ensure that you are judged only by your abilities and not your age. Greater experience does not always associate itself with greater ability and neither does older age and inability to learn new skills. By monitoring age we seek to uncover these and other assumptions in the way we work in the Meads Management Group.

We intend to set up a database to review and adjust annually for age. To help us confirm your age please state your date of birth.

Monitoring question:

What is your Date of Birth?

--/--/---- (dd/mm/year)

Religion and belief

Whether or not you have a religion and what you do or don't believe in is likely to make difference to you and how you perceive the world. These perceptions are carried across into our workplaces.

It is said by some that what you do or don't believe is a private matter that should have no effect on your job. It is indeed a private matter but it would be disingenuous to say that it had no effect on your employment. For example, The Meads Management Group running training events or having social events during periods of religious fasting for some colleagues may well place them at a disadvantage in these instances.

The Meads Management is committed to ensuring fairness and equal access to all employees whatever their faith or beliefs.

Below is a list of religions that are the most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance, furthermore we acknowledge that the list is not exhaustive and if your religion is not specifically listed then we ask you not to take offence as none was intended.

Monitoring question:

Please tick the box that best describes you:

- Buddhist
- Christian
- Hindu
- Jew
- Muslim
- Sikh
- Other Religion or Belief (please state)

.....

- No Religion
- Prefer not to say