



CHURCH ROAD, ROUGHAM, BURY ST. EDMUNDS, SUFFOLK. IP30 9JJ
TEL: 01359 271998 www.acornsandwoodlands.com

JOB APPLICATION FORM : EARLY YEARS PRACTITIONER

Please return this application form to : **charlotte.sanders@acornsandwoodlands.com**

About the job you are applying for:

Job Title: Early Years Practitioner	Name of School / Employer: ROUGHAM ACORNS & WOODLANDS
	Closing date: 31 st October 2025

Section 1 – Personal information

Title:	First name(s)
Last name:	Preferred name:

Any former names used (in full):

N.I. no:

Address:

Postcode:

Contact telephone numbers: Daytime: Evening:	Mobile no:	Email address:
--	------------	----------------

Section 3 - Work and Other Relevant Experience

Please:

- List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children or other relatives etc, whether or not you feel these are relevant to the post you are applying for).
- Photocopy these pages if you need to, in order to provide a full and unbroken record.
- Start with your current or most recent post and work backwards.
- Detail the circumstances of your leaving each post under 'reason for leaving' and the way your employment ended e.g. to care for relatives, accepted voluntary redundancy etc)

Dates From: To:	Name and address and type of school / establishment:	Post held	Salary details :
Brief description of duties			Reason for leaving:
Dates: From: To:	Name and address and type of school / establishment:	Post held	Salary details
Brief description of duties			Reason for leaving:

Section 4 - Qualifications and Training

Secondary Education (CSE, GCE, GCSE, RSA, A/AS level etc or other equivalent)

Date (mm/yyyy)	Examination type	Subject(s) – List in box	Grade achieved – List in box

Further and Higher Education (Degree, Diploma, BTEC, NVQ etc or other equivalent)

Date (mm/yyyy)	Qualification and examining body	Subject(s)	Pass level or grade

Other relevant qualifications or training including membership of professional bodies, relevant courses attended recently and driving licence(s) held (if relevant to post applied for).

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. **Do not send anything now.** Further information will be sent to you should you be invited to interview.

Personal Interests / Hobbies (if relevant to post applied for):

Section 5 – Declarations

Entitlement to Work in the UK

Are you currently eligible to work in the UK?

Yes ☐

No ☐

If **Yes**, are there conditions attached (e.g. time limits)?

Yes ☐

No ☐

If **Yes**, please give details:

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.**

Police and Criminal Record

The job you are applying for has been identified as involving supervising, caring for or otherwise connected with children and/or young people. In view of this, you must declare all * criminal convictions, cautions, bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands and warnings even where they are “spent” as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any cases pending (or where you have been reported for consideration of possible prosecution). An enhanced Disclosure & Barring Service (DBS) certificate with a check of the children’s barred list will also be required.

* The amendments to the Exceptions 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 website, <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Details of criminal convictions, cautions and/or bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands or warnings, and any cases pending:
Please state ‘None’ if appropriate, or continue on a separate sheet if necessary, clearly marking your National Insurance number and the post you are applying for on each separate sheet.

.....

.....

.....

.....

Section 6 – References

Please give the names and contact details of at least two referees who have knowledge in a professional capacity. One of them must be your current / most recent employer or tutor and your references **must cover all employment and/or any voluntary work in the past five year period**. References should be provided by the Headteacher/establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate.

Give details of additional referees on a separate sheet if necessary

Reference 1:

Name

Address

Postcode:

Email:

Tel no:

Employer ☐ Educational ☐ Personal ☐

School / Organisation:

.....

Reference 2:

Name:

Address:

Postcode:

Email:

Tel no:

Employer ☐ Educational ☐ Personal ☐

School / Organisation:

.....

It is normal practice to take up references before interview. Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Reference 1: Yes ☐ No ☐

Reference 2: Yes ☐ No ☐

Section 7 – Health

Give information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application.

Section 8

Declaration and Data Protection Statement

I consent to the RA&W carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children.

I understand that RA&W will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I understand that it is an offence to make a statement which is false or misleading in an application for registration.

I give consent for RA&W to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to RA&W carrying out on-line status checks using the DBS Update Service as and when required.

To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

Signed:

Date: