APPLICATION FORM

An equal opportunity employer

APPLICATION FOR THE POST OF:

*Setting Location:*

SURNAME: FORENAME(S):

Indicate your preferred form of Title e.g. Mr/Mrs/Miss/Ms/Dr

**ADDRESS FOR CORRESPONDENCE TELEPHONE NUMBERS:**

HOME

WORK

E-MAIL

**PRESENT OR MOST RECENT EMPLOYMENT (if applicable)**

Employer’s Name and Address Date Appointed\_\_\_\_\_\_\_\_\_\_

Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice Req.\_\_\_\_\_\_\_\_\_\_\_­­­­

Employers email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employers contact telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Details of Duties/Responsibilities

Reasons for leaving

**PREVIOUS EMPLOYMENT**

Start with the most recent. Please continue on a separate sheet if necessary:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employers name and address, email and contact number | From  Month/Year | To  Month/Year | Job Title and summary of main duties | Reasons for leaving |
|  |  |  |  |  |

|  |
| --- |
| **Employment gaps:** Please provide explanations for any gaps in your employment history. |

**EDUCATIONAL QUALIFICATIONS**

Please list your qualifications in date order. Please also indicate any subjects currently being studied and the expected year of qualification. All information disclosed on this application will be subject to verification. Give details of secondary schools, colleges and universities attended with examination dates, results and qualifications obtained.

|  |  |  |  |
| --- | --- | --- | --- |
| Examination, course (with dates) | From | To | Result/Qualifications gained |
|  |  |  |  |

**COURSES ATTENDED**

Please list courses you have attended over the past 3 years in date order. All information disclosed on this application will be subject to verification.

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title | Provider | Duration | Dates |

**DETAILS IN SUPPORT OF APPLICATION  
(Please continue on a separate sheet if needed)**

**1.Using the job description and person specification, please tell us why you feel you are suitable for this role?**

|  |
| --- |
| **2. What skills and experience do you have that can support this application?** |

**REFERENCES**

Give details of two people who have knowledge of you in a working/childcare environment, paid or unpaid. **The first reference should be your present or most recent employer.** If you are a student, give appropriate school or college references. **References will be taken prior to interview, unless you indicate otherwise where requested.**

1. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel:­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity does the above know you? In what capacity does the above know you?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You may take up reference prior to interview? You may take up reference prior to interview?

Yes/No Yes/No

**CRIMINAL CONVICTIONS – REHAB**

**ILITATION OF OFFENDERS ACT 1974**

Having a criminal record will not necessarily bar you form employment; this will depend on the relevance, the circumstances and the  
background of your offence (s).

If you are applying for work which brings you into contact with children, young people or vulnerable adults or for certain position within legal and financial fields, you may be required to undergo an enhanced DBS criminal record check before taking up your role. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as ‘spend’ under the Rehabilitation of Offenders Act 1974. You must (where appropriate) let us know of any prosecutions pending against you.

Do you have a criminal record as above? Failure to disclose this information could result in your dismissal or disciplinary action by the owner/management of the provision.

Yes No

The following declarations are only required if you are applying to undertake a Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the job description.

**Declaration for applicants into Regulated Activity with Children and Young People:**

I confirm that I have not been barred from working with children by the DBS or any other organization

Yes No

I have not been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 (relevant only for caring for children under age 8)

Yes No

Signed: Date:

**ADDITIONAL INFORMATION**

1. To comply with the Asylum and Immigration legislation during the selection process, you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK? **YES**  **NO**
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? **YES**  **NO**
3. Do you consider yourself to have a disability? **YES**  **NO**

If you answered yes, please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process.

1. Where did you see/hear about the advertisement for this post? If seen on the internet, on which site?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How many working days have you lost due to sickness absence over the past twelve months?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION**

I agree that any offer of employment with The Big Top Nursery Ltd is subject to satisfactory evidence of the right to work in the UK and satisfactory references and DBS checks. In accordance with the 1998 Data Protection Act, it is agreed that Big Top Nursery Ltd may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the provider.

Signed: Date:

**OFFICE USE ONLY**

|  |  |
| --- | --- |
| **Interview Date:** | **2 x References Applied:** |
| **Offer Letter Sent:** | **DBS Submitted:** |