



Application Form

Post Applied For:	Closing Date:
Section A – Personal Details:	
Surname:	Forenames:
Address:	Telephone; (Home): (Mobile):
Postcode:	Email Address:

Where did you see this post advertised?	
Please give any details of special arrangements you may require if invited to an interview:	

Section B – References: <i>Please give the name of two people who would be willing to give you a reference. One of these should be from your recent employer and must not be relatives. Only the references of the successful candidate will be taken up.</i>			
Name and Address:	Occupation:	Years Known:	Contact Details:
			Telephone: Email:
			Telephone: Email:

Section C – Present or Most Recent Employment:		
Job Title:	Present Salary:	Period of Notice:
Date Started:	Date Left (if applicable):	
Name and Address of Employer:		
Main Duties:		

Section D – Previous Employment (please include all employment history since				
Dates:		Position Held:	Employer: (name and town of employer)	Reason for Leaving:
From:	To:			
Please explain any gaps in your Employment History:				

(Please continue on a separate sheet if needed)

Section E – Education, Qualifications and Training relevant to the position you are applying for. (if successful, you will be asked to provide proof at the interview i.e certificates)

Dates:		School / College / University / Training Establishment	Qualifications Obtained and Grading (if applicable)
From:	To:		

Please explain any gaps in your Education History:

(Please continue on a separate sheet if needed)

Section F – Other:

Do you hold a full, clean driving licence?	Yes	No
Are you a car owner?	Yes	No

If not, please state how you intend on traveling to work?

Section G – Skills, Experience and Knowledge

Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application.

(Please continue on a separate sheet if needed)

Section H – Right to work in the UK:		
Do you have the right to work in the UK? <i>(if successful, you will be asked to provide proof at the interview i.e national insurance number)</i>	Yes	No
If you are not a British or European Union National, are you entitled	Yes	No
Do you have a work permit?	Yes	No
If yes, please specify the terms of this permit and the expiry date:		
Terms:	Expiry Date:	

Section I – Right to work in the UK:			
<p>The job for which you are applying involves substantial access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as ‘spent’ under this act. The information you give will be trusted in confidence and will only be considered in relation to an application where this exemption applies. The disclosure of a criminal record will not debar you from appointment unless the company considers that the conviction renders you unsuitable for employment. In making the decision we will consider the nature of the offence, how long ago it occurred and what age you were when it was committed and any other factor, which may be relevant. Failure to declare a conviction may however disqualify you from appointment or result in summary dismissal if a discrepancy is revealed once appointed. This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. It is therefore necessary for you to answer the following Question.</p>			
Have you ever been convicted of a criminal offence by a court of law?	Yes	No	
If yes, please complete the following:			
Date	Place	Offence	Sentence

Section J – Declaration:	
<p>I confirm that the above information is complete and accurate. I understand that any offer of employment is subject to a) references which are satisfactory to the nursery b) a satisfactory DBS certificate and check of the barred list c) the entries on this form providing to be complete and accurate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.</p>	
Signature:	Date:

