**PRIVATE AND CONFIDENTIAL**

**APPLICATION FORM**

Applications are invited from all candidates.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Post applied for: |  | | | Nursery name: |  | |
| Full name |  | | |  |  | |
| Address  Inc. postcode |  | | |  |  | |
| Date of Birth |  | | | Marital Status |  | |
| Email: |  | | | Phone Number |  | |
| Nationally |  | | | Permission to work in the UK |  | |
| Do you have a driving licence? | | **YES - NO** | Do you have access to a car | | | **YES - NO** | |

*PLEASE USE THIS SPACE TO TELL US ABOUT YOUR CURRENT OR MOST RECENT RELEVANT WORK (PAID OR OTHERWISE)*

|  |  |
| --- | --- |
| Post Held: |  |
| Salary/Grade: |  |
| What is your notice period? |  |
| Reason for leaving |  |
| Date left (where applicable): |  |

|  |  |
| --- | --- |
| Name of employer: |  |
| Address: |  |
|  |  |
| Telephone No: |  |
| Date Started: |  |
| Summary of current duties: |  | |

**RELEVANT EXPERIENCE/FURTHER INFORMATION**

.

*Use the space below to demonstrate your knowledge, skills and experience. Please also tell us the way in which your*

*personal qualities will be helpful in this job role. You may include details of other paid/unpaid work, voluntary work*

*and work at home, committee and club experience/activities and any relevant hobbies etc.*

**EMPLOYMENT HISTORY**

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**PRIVATE AND CONFIDENTIAL**

*PLEASE GIVE DETAILS OF YOUR FULL EMPLOYMENT HISTORY. ALSO, PLEASE DETAIL ANY PERIODS OF UNEMPLOYMENT AND UNPAID/VOLUNTARY WORK (MOST RECENT FIRST). CONTINUE ON A SEPARATE SHEET IF NECESSARY.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of organisation |  | Dates From - To |  |
| Phone Number |  | Contact Name |  |
| Reason for leaving |  | Can we contact for reference | **YES - NO** |
| Job Role/brief description of main duties |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of organisation |  | Dates From - To |  |
| Phone Number |  | Contact Name |  |
| Reason for leaving |  | Can we contact for reference | **YES - NO** |
| Job Role/brief description of main duties |  |  |  |

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| --- | --- | --- | --- |
| Name of organisation |  | Dates From - To |  |
| Phone Number |  | Contact Name |  |
| Reason for leaving |  | Can we contact for reference | **YES - NO** |
| Job Role/brief description of main duties |  |  |  |

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| --- | --- | --- | --- |
| Name of organisation |  | Dates From - To |  |
| Phone Number |  | Contact Name |  |
| Reason for leaving |  | Can we contact for reference | **YES - NO** |
| Job Role/brief description of main duties |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/ University | Dates to - from  **EDUCATION HISTORY**  . | Qualifications | Grade / Level |
|  |  |  |  |

**PRIVATE AND CONFIDENTIAL**

***OTHER TRAINING/SHORT COURSES***

|  |  |
| --- | --- |
| Dates | Course title and duration |
|  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DECLARATION** | | | | | | |
| **1.** I declare that that I have not been convicted of any criminal offence, received cautions or written warnings spent or otherwise (the post is exempt from the provisions of the Rehabilitation of Offenders Act). Please note, all job offers will be subject to enhanced DBS checks (England and Wales)/ PVG registration (Scotland)  **PRIVATE AND**  **CONFIDENTIAL**  **2.** Staff Suitability Declaration  Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the manager/senior responsible for your recruitment. | | | | | | |
| **Please circle yes or no against each question:** | | | | | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence **since the date of your most recent enhanced DBS disclosure/PVG registration?** | | | | | Yes | No |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence **either before or during your employment at this setting?** | | | | | Yes | No |
| Have you lived or worked abroad? | | | | | Yes | No |
| Are you ‘Disqualified for Caring for Children’ **(to include):** | | | | | Yes | No |
| * Have you committed any offences against a child? | | | | | Yes | No |
| * Have you committed any offences against an adult | | | | | Yes | No |
| * Have you been barred from working with children (DBS/PVG)? | | | | | Yes | No |
| * Have your own children been taken into care? | | | | | Yes | No |
| * Have/are your own children the subject of a child protection order? | | | | | Yes | No |
| * Has your name been placed on the DBS/PVG barring list? | | | | | Yes | No |
| * Are you able to carry out tasks relevant to the job role such as lifting children | | | | | Yes | No |
| Do you have any special requirements to enable you to attend an interview? | | | | | Yes | No |
| If you have answered YES to any of the questions above, please provide further information on the next page | | | | | | |
| If appointed,   * I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability. * I will ensure I notify my employer of any convictions, cautions, court orders, reprimands, or warnings I may receive. * I am aware that if I am taking medication on a regular basis that may affect my ability to carry out any of my duties, I must notify my employer and must keep the medication in a safe place, out of reach of children. * I will ensure I notify my manager if I experience any health concerns which could impact upon my ability to work with children. * I give permission for you to contact any previous settings, local authority staff, the police, the DBS/PVG, or any medical professionals to share information about my suitability to care for children.   **3.** I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action or dismissal.  Any personal data provided by candidates during the recruitment process will be treated in accordance with our Privacy Notice which can be found ON OUR WEBSITE | | | | | | |
| Signature: |  | | Date: |  | | |
| **FOR PERSONNEL/SHORTLISTING COMMITTEE USE ONLY** | | | | | | |
| Shortlist/decline with reason: | |  | | | | |
| Date of interview: | |  | | | | |
| Panel members: | |  | | | | |