Please return completed application form to:

My Nursery

Conduit Lane

Grantham

Lincolnshire

NG31 6PB

Or: email to: mail@mynursery.me

Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Details**

|  |  |
| --- | --- |
| TITLE: | D:O:B |
| First name: |
| Middle name(s): | National Insurance No. |
| Surname: |
| Nationality: | Gender: | Status: |
| Children and ages:Childcare required? | Foreign Languages Spoken  |
| Address: | Home Tel No: | Email address: |
| Mobile Tel No: |
| Full Driving License: Yes [ ]  Any Endorsements: Yes [ ]  Use of your Own Car: Yes [ ]   | Are you registered for Childcare:If yes, state with which register: | Membership of any technical or Professional Associations. |
| Do you have any disabilities or medical conditions that we need to be aware of? |
| If you are invited to an interview will you need us to make any reasonable adjustments for you to attend? Yes [ ]  No [ ] Please specify……………………………………………………………… |
| Do you currently take any medication or other substances that could affect the job role?  |
| If you are not a European Union citizen please state if a work permit is required:Yes No |
| Are there any restrictions to you taking up employment in the UK? (If yes, please provide details) |

If you are applying for a job where you will have regular contact with children under18 years of age you must give details of any conviction (conviction, date and sentence) on a separate sheet of paper and attach it to this form. This post is exempt from the Rehabilitation of Offenders Act 1974

Please complete the following declaration:

**I am applying for a job working with children and I have a conviction for which I attach details:**

**Yes No**

(Employment is dependent upon obtaining a satisfactory enhanced disclosure from the Disclosure & Barring Service)

**Education and Training**

Please give the names and dates of schools attended since age 11 and details of examinations attempted. (Please continue on a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| DATESFrom To | Names and Address of School | Type of School | Examination (Subject and Grade) |
|  |  |  |  |  |

**Further and higher education:**

Please give details of all further education since leaving School, including training courses and details of qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| DATESFrom To | Name & Address of University or College;  | Subjects Studied. | Qualifications Obtained. |
|  |  |  |  |  |

**Employment History** Present (or most recent) employer first

(Please use a separate sheet and attach it to our application if needed)

|  |  |  |  |
| --- | --- | --- | --- |
| DatesFrom To | Name and address of employers. | Position and final salary | Outline duties and reasons for leaving  |
|  |  |  |  |  |

Which age group, if any, do you prefer to work with?

What knowledge, if any, do you have about the Early Years Foundation Stage and are you confident using it for planning and assessment?

**References**

Please give two references, one of which should be your present or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of a friend. \*Please provide all details marked with a star.

|  |  |
| --- | --- |
| \*Name: | \*Name: |
| \*Organisation and Position: | \*Organisation and Position: |
| \*In what capacity do you know the above | \*In what capacity do you know the above |
| Address:\*Email address: | Address:\*Email address: |
| \*Telephone: | \*Telephone: |
|  Do you give permission for us to seek references prior to an interview? |
| What notice period does your current employer need? | When could you start work? |
| Do you have any current holiday dates booked where you are unable to work? |
| Are there any hours you are **NOT** able to work between 7.30am-6pm (Monday to Friday)? |
| Would you be available to work on a Saturday if required? |
| What is the minimum and maximum amount of hours you require to work per week? |
| Minimum – | Maximum –  | Preferred -  |

**Further information in support of your application**

Please give a concise account of why you think you should be considered for the post. Give Details of present duties, and any relevant experience and training and any additional information you may wish to be considered in support of your application and any other relevant information you would like to provide. Please continue on separate sheet if necessary.

*Please continue on a separate sheet if necessary and attach it to this form.*

**Declaration**

Declaration (please read carefully before submitting this application

1. I confirm that all the above is complete and correct and that any untrue or misleading information will give my employer the right to terminate my employment
2. I agree that the organisation reserves the right to ask me to undergo a medical examination. I agree that this information will be retained in my personnel file during employment and after for up to six years thereafter and all information will be processed in accordance with data protection.
3. I agree that should I be successful in this application, I will be required to obtain an enhanced disclosure from the Disclosure & Barring Service and should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| FOR OFFICE USE ONLY. |
| Interviewed by: Date: |
| Overview / evaluation: |
| Decision: Accept [ ]  Reject [ ] Reasons: |
| References sent for: |
| References received: [ ]  [ ] DBS Cleared [ ]  |
| Position offered [ ]  letter sent on:Position accepted [ ] response date: |
| Induction complete: [ ]  |
| Start date confirmed: [ ]  |