|  |  |
| --- | --- |
| Date of Application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | |
| Last Name |  | | | | | | | | First |  | | | | | |  | | DOB |  | |
| Street Address |  | | | | | | | | | | | | | | | House number | | |  | |
| Town |  | | | | | | | | county |  | | | | | | Postcode |  | | | |
| Phone |  | | | | | | | | E-mail Address | | |  | | | | | | | | |
| Date Available |  | | | | | | National insurance number | | |  | | | | | Current Salary | | |  | | |
| Position Applied for | | |  | | | | | | | | | | | | | | | | | |
| Nursery site applied for | | |  | | | | | | | | | | | | | | | | | |
| Are you eligible to work in the UK? | | | | | | YES | | NO | | Do you have a current driving license and use of a car? | | | | | | | | | YES | NO |
| Do you have any restrictions on taking up employment in the UK? | | | | | | YES | | NO | | If yes, please supply details | | | |  | | | | | | |
| Home Telephone number: Mobile Telephone number: | | | | | | | | | | | | | | | | | | | | |
| Education. PLEASE GIVE DETAILS OF SECONDARY AND FURTHER EDUCATION INCLUDING ANY A LEVELS OR EQUIVALENT VOCATIONAL COURSES. pLEASE DETAIL GCSE RESULTS IN ENGLISH, MATHEMATICS AND SCIENCE. failure to do so will result in your application being rejected. | | | | | | | | | | | | | | | | | | | | |
| Secondary school |  | | | | | | | Address | |  | | | | | | | | | | |
| From |  | To | |  | Did you complete? | | | YES | | NO | | | GCSE results | | English  Mathematics  Science | | | | | |
| College |  | | | | | | | Address | |  | | | | | | | | | | |
| From |  | To | |  | Did you graduate? | | | YES | | NO | | | Qualifications obtained | |  | | | | | |
| Higher education |  | | | | | | | Address | |  | | | | | | | | | | |
| From |  | To | |  | Did you graduate? | | | YES | | NO | | | Degree/ Qualifications obtained | |  | | | | | |
| *Additional details relating to higher Education, Training in Early Years Care & Education, please include formal academic training and certified courses only* | | | | | | | | | | | | | | | | | | | | |
| References. | | | | | | | | | | | | | | | | | | | | |
| Please list two professional references. We will seek additional information about any previous disciplinary issues relating to and/or child protection concerns you may have been subject to. If you have any concerns please contact the pre-school manager. Please complete ALL fields. | | | | | | | | | | | | | | | | | | | | |
| **Professional referee 1 (must be current employer)** | | | | | | | | | | | | | | | | | | | | |
| **Full Name (and job title)** |  | | | | | | | | | | Relationship to candidate | | | |  | | | | | |
| Company |  | | | | | | | | | | Phone | | |  | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | |
| email |  | | | | | | | | | | | | | | | | | | | |
|  | **Professional referee 2** | | | | | | | | | | | | | | | | | | | |
| **Full Name (and job title)** |  | | | | | | | | | | Relationship to candidate | | | |  | | | | | |
| Company |  | | | | | | | | | | Phone | | |  | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | |
| email |  | | | | | | | | | | | | | | | | | | | |
| **Personal statement: Please use the box below to support your application. You should include all details of why you think you are suitable for the post, any additional training you have undertaken relevant to the post.**  **This is your opportunity to demonstrate why you think your application should be considered** | | | | | | | | | | | | | | | | | | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment. pLEASE STATE YOUR MOST RECENT FIRST and please do not leave any gaps in employment history | | | | | | | | | | | | | | | | | | | |
| **Current Company** | | | | | | | | | | Name of Manager | | | | | | | | | |
| Address | |  | | | | | | | | Position held: | | |  | | | | | | |
| telephone | | | | | | | | | |  | | |  | | | | | | |
| email | |  | | | | | | | Starting Salary | | £ | | | | | Ending Salary | | | £ |
| Responsibilities, achievements and any special roles e.g SENCO, First aider | | | | | | | | | | | | | | | | | | | |
| From |  | | | To | |  | | **Reason for Leaving** |  | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO | | **Are you happy for us to do so before interview? Y/N** | | | | | | | |
| **Employment continued:** | | | | | | | | |  |  | |  | | | | | | | |
| **Company** | | | | | | | | | | Name of Manager | | | | | | | | | |
| Address | |  | | | | | | | | Position held: | | |  | | | | | | |
| telephone | | | | | | | | | |  | | |  | | | | | | |
| email | |  | | | | | | | Starting Salary | | £ | | | | | Ending Salary | | | £ |
| Responsibilities, achievements and any special roles e.g SENCO, First aider | | | | | | | | | | | | | | | | | | | |
| From |  | | | To | |  | | **Reason for Leaving** |  | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO | | **Are you happy for us to do so before interview? Y/N** | | | | | | | |
| **Employment continued:** | | | | | | | | |  |  | |  | | | | | | | |
| **Company** | | | | | | | | | | Name of Manager | | | | | | | | | |
| Address | |  | | | | | | | | Position held: | | |  | | | | | | |
| telephone | | | | | | | | | |  | | |  | | | | | | |
| email | |  | | | | | | | Starting Salary | | £ | | | | | Ending Salary | | | £ |
| Responsibilities, achievements and any special roles e.g SENCO, First aider | | | | | | | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving |  | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO | | **Are you happy for us to do so before interview? Y/N** | | | | | | | |
| **Employment continued:** | | | | | | | | |  |  | |  | | | | | | | |
| **Company** | | | | | | | | | | Name of Manager | | | | | | | | | |
| Address | |  | | | | | | | | Position held: | | |  | | | | | | |
| telephone | | | | | | | | | |  | | |  | | | | | | |
| email | |  | | | | | | | Starting Salary | | £ | | | | | Ending Salary | | | £ |
| Responsibilities, achievements and any special roles e.g SENCO, First aider | | | | | | | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving |  | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO | | **Are you happy for us to do so before interview? Y/N** | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| dbs status | | | | | | | | | | | | | | | | | | | |
| Do you hold a valid DBS? | |  | | | | | | | | | | | | Date of issue |  | |  |  | |
| Certificate number | | | | |  | | | | | | | | | Are you registered with the DBS Update service? | | | |  | |
| Date of subscription | | | | | | |  | | | | | | | | | | | | |
| |  | | --- | | **rEHABILITIOAN OF OFFENDERS ACT 1974 (EXCEPTION) ORDER 1975** | |  | | The position for which you are applying involves contact with children and is exempt from the  Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For  these positions you are not entitled to withhold information about police cautions, ‘binds-overs’ or any criminal convictions that include any that would otherwise be considered ‘spent’ under the Act.  Sunny Days Pre-School is committed to safeguarding and promoting the welfare of children, young  people and vulnerable adults and expects all staff and volunteers to share this commitment. Please be aware that an enhanced DBS check will be required for any position with access to these individuals or sensitive information  Have you been involved with the Police such as interviewed, questioned, subject to a court order, bound-over, received a reprimand, warning, cautioned or convicted before or during your employment at this setting? **YES / NO**  Has anyone that lives in the same household or property as you been disqualified or barred from working with children under the Childcare Act 2006? **YES / NO**  Has anyone that lives in the same household or property as you been cautioned or convicted of an offence that may have a bearing on your suitability to work with children? **YES / NO**  Do you have parental responsibility for a child who is being assessed or who has been placed on a Child Protection Plan under Section 47 of the Children Act 1989? **YES / NO**  Do you have a medical condition that could affect your ability to work with children? Are you taking any medication or any other substances on a regular basis? **YES / NO** | | Have you ever been convicted of any criminal offence  or 'bound-over' or been given a caution **YES/NO** | | If yes to any, please give details and attach it to this form in a sealed envelope marked CONFIDENTIAL DISCLOSURE | | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview  may result in my release. For the purpose of the Data protection act 1998, I consent to information contained within this form, and any information received by or on behalf of Sunny Days Pre-School Limited relating to the subject matter on this form, being processed by them in administering the recruitment process. I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the independent safeguarding authority, The secretary of state or regulatory body. I understand that if I knowingly give false information, or to omit any relevant information, could result in the withdrawal of ant employment offer and possible criminal prosecution. | | | | | | | | | | | | | | | | | | | |
| Signature | | |  | | | | | | | | | | | | Date | |  | | |

Manager use only:

|  |  |
| --- | --- |
| Application received |  |
| Applicant invited for interview |  |
| Interview held |  |
| Employment offered/ declined notified candidate |  |