



APPLICATION FOR EMPLOYMENT

Vacancy: _____

Information on this form will be held on a computer system, this use will be subject to the controls of the Data Protection Act 1984

Personal Details	
Mr/Mrs/Ms/Other:	Surname:
First Name(s):	Date of Birth:
Address :	
Post Code:	
E-Mail:	
Home Tel:	Mobile:

Current or most recent Employment	
Employers Name:	
Address:	
Position Held:	
Salary:	
Date of Commencement:	Are you still employed: YES / NO
If YES amount of notice required:	
If NO date employment ended:	
Please use your own words to describe briefly the main duties of the post:	

Previous jobs

Start with the most recent:

Please account for all gaps in employment for the last 7 years.

Name & Address of Employer	Job Title	Dates:		Reason for Leaving
		From	To	
Continue on a separate sheet if necessary				

Education / Qualification / Training

Name & Address of School / College etc	Dates:		Course of study and / or qualifications obtained
	From	To	

References

Please give the name and address of two people (**other than relatives**) who we can apply to for a reference. If you have been in employment please quote your **present or most recent employers**. If you are unable to provide an employer please give details of a person who knows you, other than in a personal capacity.

The organisation reserves the right to take up references from any previous employers.

Name:	Name:
Company:	Company:
Job Title:	Job Title:
Address:	Address:
Telephone No:	Telephone No:
Post-Interview Contact: YES <input type="checkbox"/> NO <input type="checkbox"/>	Post-Interview Contact: YES <input type="checkbox"/> NO <input type="checkbox"/>

Statement of Application

Please outline your skills, abilities, knowledge and experience which is relevant to this post.

Please continue on a separate sheet if necessary

OTHER INFORMATION

Along with the initial screening procedure the Pavilion Day Nursery will conduct a number of checks in line with the Rehabilitation of Offenders Act 1975 and Asylum & Immigration Act 196. Any offer of employment that is made from the Pavilion Day Nursery is also subject to satisfactory references and DBS clearance and a satisfactory health clearance following the completion of a medical questionnaire. In this section you will need to provide information relating to all these areas.

References

Posts involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the **Rehabilitation of Offenders Act 1974**. If you are applying for work in this area you are required to state whether or not you have any convictions or criminal charges. No offence can be deemed to be spent. One such category is where employees can have unsupervised access to children. The post for which you are applying may fall within this category therefore **you must declare all convictions**. Successful applicants for working with children will also be subject to a clearance report from the Criminal Records Bureau.

Please give details of any offences, convictions, cautions or bind-overs received or any proceedings pending (**If none, please state none**):

Details:

The Childcare (Disqualification) Regulations 2009, which in turn arose out of the Education Act 2006 prohibit anyone who is disqualified themselves under the Regulations or who lives in the same household as a disqualified person, from working in a relevant setting, including nurseries. Anyone who has been convicted of a criminal offense or for an offence involving violence or threat of violence against a person, or who is otherwise disqualified from fostering or who has had their children taken into care is thereby **disqualified from working for the Nursery**. Exemption from the regulation may only be granted by the Secretary of State.

Have you ever had your own children taken into care? YES NO

Have you ever been disqualified from fostering? YES NO

Have you undergone a police check in the past three years? YES NO

If you have had a police check carried out please state the organisation that carried out the check:

Date of Police Check:

Organisation:

Asylum & Immigration Act 1997

To comply with this legislation, if offered a contract of employment with the Pavilion Day Nursery, you will have to provide evidence of your right to work in the European Union (for example P45, P60, birth certificate or passport).

Do you have the right to work in the European Union? Yes No

Are you eligible to work in the UK? Yes No

Disclosure Barring Service (DBS)

Are you registered with the DBS update service? Yes No

If yes, what is your latest DBS Certificate Number? _____

Do you give permission for Pavilion Day Nursery to perform a status check on your DBS certificate? Yes No

Other Information

National Insurance Number:	
Do you have a disability?	YES/NO
If yes, please give brief details of the effects of your disability and how this would affect you at work and any other information that you feel would help us to meet your needs and our obligations under the Disability Discrimination Act 1995.	
How many days have you had off work due to sickness in the past 2 years?	
Have you ever been dismissed from any of your employments or been subject to any disciplinary action or investigations?	YES/NO
If you have answered YES to either of the above questions please provide details.	

Were did you see the advertisement for this post?

Declaration

Are you related to, or a partner of, any employee of the Organisation? **YES/NO**

If YES: please state the name and, if an employee the title of the post that they hold

Name:

Employee Job Title:

I declare that the information on this form is true and correct and may be used for registered purposes under the Data Protection Act 1984.

NB Providing misleading or false information or canvassing, directly or indirectly, for an appointment will disqualify you or if appointed may lead to dismissal.

Signature:

Date:

Completed application forms must be returned to:

Pavilion Day Nursery
St Paul's Catholic College
The Ridings,
Sunbury on Thames,
Middx
TW16 6NX

Telephone No: 01932 780005

Email: stuman@paviliondaynursery.co.uk

Office Use Only

Qualification: _____ Qualification Evidence: **YES/NO**

Notice required (if applicable): _____ Start date: _____

Holidays to be honoured: _____ Dates: _____

Starting salary: _____

Notes: