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Application form	
PRIVATE & CONFIDENTIAL	
Applications are invited from all candidates.	
Post applied for:	
Nursery Applied for:	<input type="checkbox"/> Lawley Village Day Nursery <input type="checkbox"/> Apley Village Day Nursery
Full name:	
Title:	
Previous names:	
Date of Birth:	
Address:	
Postcode:	
Tel no:	Home: Mobile:
Email:	
Highest level of qualification:	
Qualification name and awarding body:	
Where did you see this vacancy advertised:	Current salary

Right to work in UK

Do you have the right to work in the UK? Yes No

If you are not British or European Union national, are you entitled to take up employment in the UK?

Yes No

Do you have a work permit? Yes No

If yes please specify the terms of this permit/visa and expiry date:

.....

Type of Work

Are you looking for full time work? Yes No

If No please give details of hours you are available to work

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Childcare Requirements

Would you require childcare for your own child/ren at the nursery should you be successful and offered a position?

- Yes
- No

If yes please detail the days and times

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

EDUCATION

Establishment name	From	To	Qualifications awarded	Grade/result

IT IS IMPORTANT TO COMPLETE LIST OF EACH QUALIFICATION AND GRADE

Please give details of relevant courses you have attended. Date of attendance

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Employment History

Please give details of all your previous employment and experience. This should include any paid or unpaid employment, work experience and placements. If there are any gaps between date's reasons need to be given.

Name of current or most recent employer:	
Employers address:	
Telephone No:	
Job Title:	Start Date:
Main Duties:	
Reason for leaving:	Notice Required:

Previous employer:	
Address:	
Telephone No:	
Position held:	Start Date:
Main Duties:	
Reason for leaving:	Leave date:

Previous employer:	
Address:	
Telephone No:	
Position held:	Start Date:
Main Duties:	
Reason for leaving:	Leave date:

Previous employer:	
Address:	
Telephone No:	
Position held:	Start Date:
Main Duties:	
Reason for leaving:	Leave date:

FURTHER INFORMATION

(Continue on another sheet if necessary)

Please indicate your reasons for applying for the post. You are also invited to give here any additional information which you wish to have taken into account in support of your application, and to list hobbies, spare time activities, interests, memberships of voluntary organisations etc.

Have you ever been subject to a formal disciplinary/capability procedure during your employment?

Yes No

If yes please give details including dates below:

.....
.....

Have you had any days off sick in the last year

Yes No

If yes please give number of days sick and reasons why:

.....
.....

REFERENCES

Please give names, addresses and telephone numbers of two referees one of which **must** be your present/most recent employer. (Do not use family or close friends as references)

Please state in what capacity you know the referees. References will be taken up once you have accepted an offer of employment to clarify details unless you indicate that we can approach your preferred referees prior to this.

<p>Name: Company Name: Address:</p> <p>Email address: Telephone No:</p> <p>Can we approach this referee prior to interview/job offer?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name: Company Name: Address:</p> <p>Email address: Telephone No:</p> <p>Can we approach this referee prior to interview/job offer?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Office use only:

<p>Reference request sent Date:</p> <p>Reference Received: Date:</p>	<p>Reference request sent Date:</p> <p>Reference Received: Date:</p>
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DECLARATION

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?**

Yes/No

Have you ever been cautioned, subject to a court order, bound over, received reprimand or warning or found guilty of committing any offence **either before or during your employment at this setting?**

Yes/No

1. Are you 'disqualified for caring for children': (to include)

Yes/No

2. Have you committed any offences against a child?

Yes/No

3. Have you committed any offences against an adult (eg. Rape, murder, indecent assault, actual bodily harm etc?)

Yes/No

4. Have you ever been barred from working with children?

Yes/No

5. Have your own children been taken into care?

6. Have/are your own children the subject of a child protection order?

Yes/No

7. Has your name been placed on the DBS barring list?

8. Do you have any medical conditions that could affect your ability to care for children?

Yes/No

Yes/No

9. Are you taking any medication on a regular basis or any other substances?

Yes/No

10. Have you ever received payment to leave a setting?

Yes/No

If you have answered **YES** to any of the questions please provide further information below ensuring you number your answers

Yes/No

Yes/No

Yes/No

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Office Use Only:

Followed up by:

Date:

Outcome:.....

.....

I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect by 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 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 care for children.

I give permission for you to contact any previous settings, local authority staff, the police, the DBS or any medical professionals to share information about my suitability to work with children

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 disclosures (England and Wales)/ PVG registration (Scotland)

I confirm I am eligible to work in the UK.

I agree to appear in photographs that may be taken within the nursery for advertising and publication purposes

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.

I also confirm that if offered a position I consent to a DBS being carried out. This will involve providing three sources of evidence from the list shown below.

Driving Licence	UK Passport	Marriage Certificate
Birth certificate	Utility Bill	Bank Statement
Rent Book	UK Identity Card	Work Visa

Signed..... Print:..... Date:

The information that you provide will be handled and processed in accordance with the Data Protection Act 2018. If you are appointed, this information will form part of your personnel record and will be treated as confidential and will not be disclosed to any unauthorised person.

FOR PERSONNEL/SHORTLISTING COMMITTEE USE ONLY

Shortlist/
decline with
reason:

Date of
interview:

Panel members:

Decision with
reason: