

Application

for

Employment

and associated

Declarations

Date Last Updated	Who Updated	Comments
July 2012	Lewis Wood, Croner Legal	Next review - on-going

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Position Applied For

Job Description: Nursery Practitioner (Qualified)

Hours: Full time position 40 hours per week, Monday to Friday – all year round

Holiday: 28 days per annum pro-rata, including 8 bank holiday days.
(3 days holiday entitlement to be taken during the Christmas closure period)

Starting Salary: To be agreed

Benefits (optional): Company Pension Scheme, Private Medical Insurance

Probation Period: 6 months from start date

CRB: This post is subject to an enhanced Criminal Records Bureau check

Personal Details

Title: Mr Mrs Miss Ms Other (please specify)

Family Name/Surname:

First Names:

Address:

Post Code:

Nationality: In order to be compliant with the Immigration, Asylum and Nationality Act 2006, we are required to check your eligibility to live and work in the UK. Please confirm that upon request you will be able to provide this evidence. **YES / NO**

Please indicate if you are a national from a non-European Economic country? **YES / NO**

Home Telephone Number:

Work Telephone Number:

Mobile Telephone Number:

Email Address:

National Insurance Number:

Do you hold a driving license? **YES / NO FULL / PROVISIONAL**

Are you a car owner? **YES / NO**

How would you travel to the nursery? Car Bus Train Walk Cycle Other

How did you hear about this position?

Do you require any special arrangements / needs should your application progress to the interview stage, i.e. wheelchair access, sign language?

Are you acquainted with anyone working for The Wishing Tree? YES / NO
If YES please state who?

Have you worked for or applied for employment at The Wishing Tree in the past? YES / NO
If YES please state when?

Relevant Skills, Knowledge and Experience

Attached to this application is the role description and personal specification that the nursery requires from an applicant for this position. Some attributes are essential and some are desirable. With reference to the attached description, please provide as much information as possible that you believe is relevant to the role for which you are applying, specifically relating to your experience and qualifications, including further education, training and any other personal development courses (not necessarily childcare). You may attach other documents to this application e.g. personal statements, letters of referral.

Education

Please give details of secondary schools, colleges and further education

Schools/Colleges	Courses, including qualifications obtained and grades	Date

Are you able to read, write and communicate in standard English?
 Fluent / Working Knowledge / Would need Language Support

Professional Qualifications

Please provide details of childcare qualification(s) obtained, specifically relating to the EYFS and any other curriculum philosophies e.g. Montessori, Steiner, Reggio Emilia. Qualifications will be checked with the awarding body and the CWDC. Please also provide details of any non-childcare qualifications.

Schools/Colleges	Courses, including qualifications obtained and grades	Date

Employment History

Please give details of your work history, including any part time, casual or voluntary work, which is relevant to the job applied for. Start with your present or most recent job:

Present/most recent employer:	
Address:	
Last position held:	
Main responsibilities:	
Start date:	Notice required:
Reasons for wanting to / being asked to leave:	
Current salary: £	
Previous employer:	
Address:	
Last position held:	
Main responsibilities:	
Start date:	Leave date:
Reasons for leaving:	
Salary upon leaving: £	
Previous employer:	
Address:	
Last position held:	
Main responsibilities:	
Start date:	Leave date:
Reasons for leaving:	
Salary upon leaving: £	

Health Statement

Please complete this section such that we are compliant with our obligations to the Early Years Foundation Stage welfare requirements for suitable people. The information provided will not in any way discriminate against you during the initial stages of pre-selection, but may be relevant at the offer stage.

Considering the past, the present or in the future, do you have any health issues which you believe may affect your ability to care for children? **YES / NO**

If **YES** please give details:

Considering the past, the present or in the future, are you taking medication which you believe may affect your ability to care for children? **YES / NO**

If **YES** please give details:

If you have answered **YES** to either of the above questions, it is required that before we can make you an offer of employment (subject to successful interviews), that you obtain written medical confirmation that the health issue(s) will not impair your ability to care for children. Do you have any objection to this request? **YES/NO**

If **NO** please give details:

Do you have any other health issues, needs or requirements which you have not already mentioned? **YES / NO**

If **YES** please give details:

When working with children, Practitioners must not be under the influence or immediate after effects of alcohol or any other substance which may affect their ability to care for children. Please confirm you can comply with this legal requirement. **YES / NO**

If **NO** please give details:

Would we need to make any reasonable adjustments to our terms / environment / policies / operations, so that you can fulfil the requirements of the role. **YES / NO**

If **YES** please give details:

References

Please provide the names of at least two referees, one of which should be your current employer (if employed at the moment). Other referees can be professional associates, school/college tutors. References cannot be accepted from relatives or members of your immediate family. Please note that references may be taken up at any time, however, only with your prior consent.

First Referee Name:

Organisation (if applicable):

Address:

Post code:

Telephone no: (including STD code)

Email (our preferred method of contact):

Occupation:

Nature of your relationship with the referee:

This referee can be contacted immediately **YES / NO** If no specify when / /

Second Referee Name:

Organisation (if applicable):

Address:

Post code:

Telephone no: (including STD code)

Email: (our preferred method of contact):

Occupation:

Nature of your relationship with the referee:

This referee can be contacted immediately **YES / NO** If no specify when / /

Third Referee Name:

Organisation (if applicable):

Address:

Post code:

Telephone no: (including STD code)

Email: (our preferred method of contact):

Occupation:

Nature of your relationship with the referee:

This referee can be contacted immediately **YES / NO** If no specify when / /

Declarations

The job for which you are applying involves substantial access to very young children and may also include vulnerable adults. Due to the nature of the work, this employment is exempt from the provision of the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have. The information you give will be treated in strictest confidence and will only be used in relation to this position. The disclosure of a criminal record will not exclude you from appointment unless it is decided that the conviction renders you unsuitable for the position applied for. In making this decision we will consider the nature of the offence, the penalty imposed and what age you were when it was committed, plus other factors which may be relevant. Failure to declare a conviction may disqualify you from appointment, or result in summary dismissal if the discrepancy / mis-representation comes to light after the award of employment.

Have you ever had any criminal convictions, including “spent” convictions? **YES / NO**

If **YES** please give details:

Have you ever had any police warnings, cautions or reprimands, including “spent” convictions? **YES / NO**

If **YES** please give details:

Do you now or have you ever had regular contact with a person (related or not) who has been convicted of a criminal offence or who is / has been registered on the UK Sex Offenders Register. **YES / NO**

If **YES** please give details:

Have you ever been involved in any child protection/safeguarding issues, concerns or allegations in any capacity? **YES / NO**

If **YES** please give details:

Have you ever been subject to any disciplinary procedures in any capacity? **YES / NO**

If **YES** please give details:

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement or misrepresentation may be sufficient cause for rejection of my application or, if employed, may lead to the termination of my contract of employment. I give permission to contact previous employers / references given and I will provide all certificates and documents for CRB checks as appropriate. Please RETURN this application to The Nursery Manager at the address shown at the foot of the page.

Signature:

Date: