Application for Employment at Wyeside Day Nursery

Confidential Application Form

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

**Position Applied for: Nursery Practitioner**

**Personal details**

Title:

Surname: First name:

Previous names:

Address: National insurance:

Postcode: Home Telephone

Email address: Mobile Telephone

Please give details of any other professional or vocational qualifications you hold that are relevant to your application.

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| --- | --- | --- | --- |
| **Dates From** | **To** | **College/other** | **Qualification Obtained/Grade/Awarding Body** |
|  |  |  |  |

**Education and qualifications**

Please give details of secondary and further education including any A levels or equivalent vocational courses.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates From** | **To** | **School/College** | **Qualification Obtained Grade/Level** |
|  |  |  |  |

**Employment History**

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary work, continue on a separate sheet if necessary.

**Present Employment**

Job Title Currant Employer

Current Salary Address

Employed from Employed to

**Please give a brief description of current duties, responsibilities and achievements.**

**Previous Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates From** | **To** | **Name of Employer** | **Job Title main responsibility** | **Reason for leaving** |
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**If there are any gaps in your Employment History or Education History please explain them here.**

**Referees**

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer, if you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children.

References from friends or relatives are not acceptable.

**Name:**

 **Position:**

**In what capacity do you know the referee?**

**Name of organisation:**

**Address:**

**Telephone number:**

**E mail:**

**Name:**

 **Position:**

**In what capacity do you know the referee?**

**Name of organisation:**

**Address:**

**Telephone number:**

**E mail:**

Please note that we will contact these referees if you are short listed for this post and seek reference before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and /or child protection concerns you may have been subject to. If you have any concerns about this, please contact the management on 01432 358070 to discuss the issues.

**Personal statement**

 Using the personal specification that you have been sent with your application pack, please demonstrate using examples your suitability for the position you are applying for. Please include reasons for applying and interest in this position

The position of which your 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, bind over’s, or any criminal convictions including any that would be otherwise spent under the act.

**Have you ever been convicted of any offence or bound over or given a caution?**

 **Yes/no**

If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked confidential disclosure.

I understand that if my application is successful, I will be required to obtain DBS disclosure at the appropriate level.

**For persons who are not British or EU nationals**

If you have any conditions related to your Employment please give full details.

**Declaration-please read carefully**

For the purpose of the data protection regulation which came into effect on 25/5/2018, I consent to the information contained in this form and any information received by or on behalf of Wyeside Nursery relating to the subject matter of 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 sanction or conditions on my employment imposed by The Independent Safe- guarding Authority, the Sectary of State, or a Regulatory Body. I understand that to knowingly give false information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

Signed Date

Print name: