



# Employment Application Form

The information given by you on this form will be stored either on paper records and/or a computer system in accordance with the General Data Protection Regulation (GDPR) and will be processed solely in connection with recruitment. Information will not be passed on to any other organisation. Only applicants shortlisted for interview will be contacted.

## Position details

Position applied for	
Nursery name	
Please indicate the hours you wish to work	
Full time position	Part time position
Yes/No	Less than 16 hours / 16-20 hours / up to 30 hours / pool staff

## Personal details – please complete in block capitals

Preferred title	Dr / Mr / Mrs / Ms / Ms / Other	Forenames	
Surname		Former surnames	
Address	Postcode	Telephone number	
		Mobile number	
		Email address	
		National insurance number	
Nationality		If you are not a British passport holder or European Citizen, or do not have the permanent right to remain in the UK you will require a work permit	
Do you need a work permit to be employed in the UK?	Yes / No	If you have a work permit, when does it expire? Please note your current permit may not be valid for this post	
Where did you learn of this post?			
Do you hold a current driving licence?	Yes / No	Do you own your own car?	Yes / No

**Educational and professional qualifications** – original documents as proof of qualification will be required at interview

Secondary school/ College/University etc	Examination taken	Result	Date from	Date to

**Further training**

Have you completed the following? Please provide dates			
Paediatric first aid	Safeguarding	Food hygiene	Health and safety

Please provide details of any additional training

### Present post

Title of post		Salary/Grade	
Name of employer			
Employer's address			
	Postcode		
Date from		Date to	
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable)			
Reason for leaving, or wishing to leave			
Period of notice required to terminate employment			
Please give details of dates when you are available for interview			

### Previous employment

Name and address of employer	Position held	Reason for leaving	Date from	Date to	Final salary/grade
Postcode					
Description of duties					
Name and address of employer	Position held	Reason for leaving	Date from	Date to	Final salary/grade
Postcode					
Description of duties					

**Previous employment continued**

Name and address of employer	Position held	Reason for leaving	Date from	Date to	Final salary/grade
Postcode					
Description of duties					
Name and address of employer	Position held	Reason for leaving	Date from	Date to	Final salary/grade
Postcode					
Description of duties					
Name and address of employer	Position held	Reason for leaving	Date from	Date to	Final salary/grade
Postcode					
Description of duties					
Name and address of employer	Position held	Reason for leaving	Date from	Date to	Final salary/grade
Postcode					
Description of duties					

Description of duties

Please continue on an additional sheet if necessary

**Skills and experience**

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sides of A4 paper. After reading the job description and person specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings given in the person specification in order to set out the information clearly.

**Other information**

What activities outside of work interest you? State any positions you consider relevant

**References** - Please ensure we have your most recent employer as your main reference and their landline telephone number

Full name		Telephone number	
Job title		Organisation	
Address	Postcode		
Email address			
Please state if we may obtain this reference prior to interview			Yes / No

Full name		Telephone number	
Job title		Organisation	
Address	Postcode		
Email address			
Please state if we may obtain this reference prior to interview			Yes / No

**Declaration**

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omission this will be sufficient grounds for termination of any subsequent employment.

Signature		Date	
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## Notice to applicants

### CONVICTIONS, CAUTIONS, REPRIMANDS AND CONVICTIONS OF A CRIMINAL NATURE

Alpha Nurseries Group is responsible for providing services for children and their parents. I am sure you will appreciate that they are a very vulnerable group, and it is, therefore, particularly important that we are careful to inquire into the character and background of applicants for appointment to this type of employment.

It is essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s) this may include any driving offences. Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exceptions) order 1975.

Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. The fact that conviction(s) have been recorded against you will not necessarily debar you from consideration for this appointment.

You must, therefore, answer the question below (Please circle "yes" or "no"). If the answer is "yes" you must give details which may, if you wish, be enclosed in a separate, sealed letter marked "confidential" and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this notice is not, in any way, to reflect upon applicants` integrity but is necessary to protect the children in our care.

A copy of this notice will be sent to your referees.

**You must have a satisfactory enhanced DBS check before employment can commence.**

Do you have a criminal record?                      Yes / No

State any 'spent' or old cautions/convictions/reprimands. These **must** be declared.  
How many offences? How long since last offence? How old were you?

**Summary of offences** - please use a separate sheet if necessary

### Declaration

I confirm that all of the above information is correct.

Name	Signature	Date

**This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**







## Recruitment monitoring form

Job reference	
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As part of our Equal Opportunities Policy we are monitoring job applications to make sure discrimination on the grounds of sex, race and disability do not occur. We would be grateful if you would complete and return this as part of your application.

**Confidential – please delete as appropriate**

Gender	Male / Female / Prefer not to state	
Preferred title	Dr / Mr/ Mrs / Miss / Ms / Other-please state / Prefer not to state	
Full name		
Age range	Under 18 / 18-21 / 22-24 / 25-34 / 45-54 / 55-64 / 65+	
Marital status	Married / Divorced / Single / Widowed / Separated / Other / Prefer not to state	
Ethnic origin	White British / Black/Black British / Chinese / White Irish / Asian / Mixed / White other / Asian British / Other-please state / Prefer not to state	
Disability	Do you consider yourself to be disabled under the Disability Discrimination Act? The Disability Discrimination Act (1995) defines a disability as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities”	Yes / No / Prefer not to state
If yes, what is the nature of your disability? (optional)		

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