



THE WHITE HOUSE DAY NURSERY (Notts) Ltd

JOB APPLICATION 2016/17



So that we compare candidates fairly, this form is the only documentation we prefer when screening applicants. Therefore please do not send a CV or other supporting information unless specifically requested. Please return to 41 Bridgford Road, West Bridgford, Nottingham, NG2 6AU or email to whitehouse41@btconnect.com.

The form *must be signed by the applicant*.

POSITION APPLIED FOR:	DATE OF APPLICATION:	DATE OF BIRTH

PERSONAL DETAILS

First Name	Surname

Full Postal Address (inc Postcode)	Telephone Numbers HOME: MOBILE:

Email Address:

National Insurance Number:	Do you have a valid full driving licence YES <input type="checkbox"/> NO <input type="checkbox"/>

Are you eligible to work in the United Kingdom YES <input type="checkbox"/> NO <input type="checkbox"/>	Any other information

Are you MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	Any other information

Please give full details of your education and previous employment history together, starting with your secondary school. You must provide in chronological order from this time. If you do have any length of time unaccounted for, you must include this and give any reasons for the gap.

Employer, Educational Institute	Job title or course taken	Dates to & from	Reason for leaving

Grades achieved in GCSE Maths and English Language (and date):

Current or Most Recent Employment

Address of Employer:

Telephone Number:

May we contact them on this number

YES

NO

Job Title:

Start Date:

Salary/hourly rate:

Leave Date:

Main Duties:

Are there any gaps in your education or employment history? Please explain them here

PERSONAL STATEMENT

Please give details of how you meet the requirements of the job using the criteria in the job description. You should relate this to your employment and education history, your qualifications or any activities you undertake outside of work. Continue on a separate sheet if needed

REFERENCES:

Please provide the following details for **two** people to whom we can apply for a reference regarding your experience and suitability for this post. One must be from your current or most recent employer, where appropriate. As safeguarding vetting is required we may approach any of your previous employers for information. References may be requested prior to interview unless you tick the relevant box.

REFERENCE ONE

REFERENCE TWO

Name and Address

Name and Address

Position

Position

Telephone Number

Telephone Number

Email address

Email address

Can we contact your referee prior to interview

YES

NO

Can we contact your referee prior to interview

YES

NO

Equality and Diversity is important to us, we have a duty to monitor our recruitment process and this information helps us to do that. The information you provide on this form will be kept confidential and does not form any part of the recruitment process itself.

For the purposes of the Data Protection Act 1998, The White House Day Nursery (Notts) is the data controller (the user and processor of data). We will ensure all information is kept safe and secure.

Please tell us which ethnic group you consider yourself belong to:-

DECLARATION

The position for which you are applying involves substantial access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this act. The information you give will be treated in confidence and will only be taken into account in relation to an application where this exemption applies.

The disclosure of a criminal record will not debar you from appointment unless the company considers that the conviction renders you unsuitable for employment. In making this decision we will consider the nature of the offence, how long ago it occurred and what age you were when it was committed and any other factor which maybe relevant. Failure to declare a conviction may however disqualify you from appointment or result in summary dismissal if a discrepancy is revealed once appointed.

We manage our disclosures in line with the DBS guidance. As part of our commitment to safeguarding further checks will be made throughout your employment.

- 1) Have you ever 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
- 2) Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final written warning? YES/NO
- 3) Has your name been placed on the DBS barring list? YES/NO
- 4) Have you committed any offences against a child? YES/NO
- 5) Have you committed any offences against an adult? YES/NO
- 6) Have you been barred from working with children (by the DBS?) YES/NO
- 7) Are you living with someone who is barred from working with children (by the DBS?) YES/NO
- 8) Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006? YES/NO
- 9) Do you have any medical conditions that could affect your ability to care for children? YES/NO

If yes, please give details below: -

I confirm that the information given on this form is to the best of my knowledge, true and complete. I understand that any false statements may be sufficient cause for rejection or if employed summary dismissal.

Please print your full name;

Signed:

Date: