



Job Application Form

Date Completed Application Form submitted:

Goldilocks Nurseries is committed to safeguarding and promoting welfare of children and expects all staff and volunteers to share this commitment. It is also committed to promoting quality childcare that works to improve outcomes for children. This post will require an Enhanced DBS checks.

Section 1: PERSONAL DETAILS

Post applied for:
Forename (s): Surname:
Please give details of previous /other surnames used:
Preferred title: Mr. [] Mrs. [] Ms [] Miss [] Other
Home Address:
Post Code.....
Home Tel. No. Mobile No.
Email address: (for internal communication and payslip)
Do you have a current driving licence? YES / NO Do you have a use of a car? YES / NO

ASSYLUM AND IMMIGRATION ACT 1996

National Insurance No.: Are you eligible to work in the UK? YES / NO
If invited for an interview you will be required to show documents to prove your identity and your eligibility to work and reside in the UK. Only original documents (not copies) are acceptable.

Section 2: EDUCATION / TRAINING / QUALIFICATIONS

Please give details of your educational history including further education, 'A' Levels or equivalent. Overseas qualifications should be included in this section. (Proof of your qualifications will be required at interview)

Table with 4 columns: From, To, College / University/ other Institution, Qualifications obtained and Grade / Level

Section 3: RELEVANT SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

Please list any specialist training courses you have attended which are relevant to this job. *(Please include relevant in-house training courses, First Aid, Child Protection, SEN etc. Use separate sheet if necessary)*

Section 4: PRESENT OR MOST RECENT EMPLOYMENT

Start Date	Finish Date or notice required	Name of Employer and Address including Post Code and Tel. No. and email address	Position Held

Please briefly describe the duties and responsibilities of your present job showing your position within the organisation. *(You may continue on a separate sheet if necessary)*

PREVIOUS EMPLOYMENT (most recent first) Please **note that all time since leaving full time education must be accounted for**, e.g., training, unemployment or time taken out of paid employment due to caring responsibilities

Dates From / To	Name and Address of Employer	Job Title	Reasons for leaving

Section 5: EXPERIENCES AND ACHIEVEMENTS

You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary. Please include:

- Any information about your past experience in Childcare / Early Years
- Details of relevant experience gained at work, in a voluntary capacity or at home
- Details of relevant training or positions of responsibility
- How you meet the person specification of the role

Please explain why you wish to apply for this job.

Please give details of any relevant leisure interests or community work.

Section 6: REFERENCES

Please give the names of two referees who can comment on your suitability for the post, including your current/last employer. If you are not currently working with children but however have do so in the past the references should include those employers. References will not be accepted from relatives or persons who only know you as a friend.

Referee 1

Name:
Address:
.....
Email:.....
Post Code:
Tel. No.
Capacity in which known:.....Personal
May we contact this referee now? YES / NO

Referee 2

Name:
Address:
.....
Email:.....
Post Code:
Tel. No.
Capacity in which known: Employer
May we contact this referee now? YES / NO

INFORMATION REQUESTED UNDER THE REHABILITATION OF OFFENDERS ACT 1974 (exception) ORDER 1975

Normally under the above Act, some criminal convictions do not have to be disclosed after a period of time when they become “spent”. For these positions, you are not entitled to withhold information about police cautions, ‘bind-overs’ or any criminal convictions. **Goldilocks Nurseries** is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Please be aware that an enhanced DBS check will be required for this position with access to these individuals or sensitive information.

For Posts that require DBS checks

Due to the nature of the work for which you are applying, this means that you **MUST** answer the following questions about current and **ALL** previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application.

Failure to disclose this information could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.

Have you ever received a caution, reprimand, final warning or been convicted of any criminal offence? If yes, please give details of (Caution or conviction)	YES / NO
Have you been charged with any offence, which has not yet been brought to trial? If yes, please give details of the charge and the date of the hearing (if known)	YES / NO
Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?	YES / NO
Have you ever been disqualified from working with children? If yes please give details.	YES / NO
Are you living with someone (e.g., parents, brother/sister or their partner) who has been or is disqualified from looking after or working with children? If yes please give details	YES / NO

I understand that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.

Signature: Date:

Section 7: DECLARATION

I declare that the information given in making this application is, to the best of my knowledge, correct. **I understand** that giving any false information or leaving out important information will make my application unacceptable and, if I am appointed, may lead to my dismissal. **I understand** that I must inform my manager or employer of any changes to my circumstances that may affect my suitability to look after or work with children.

DATA PROTECTION ACT 1998

I understand that this information will be retained in an electronic and / or manual filing system in accordance with current data protection legislation.

Signature: Date: