



APPLICATION FOR EMPLOYMENT

PRIVATE & CONFIDENTIAL

Return this form to: The Nursery Manager of Bright Little Stars Nursery
BRANCH ADDRESS:

POSITION APPLIED FOR _____ Full Time / Part Time Ref No:

Title:	Schools:	Subjects:	Year:	Qualifications gained:
Surname:				
Forename(s):				
Address:				
Postcode:				
E-mail address:				
Tel. No (please include code):				
Home:				
Work:				Do you have Pass Grade in GCSE Maths (A-C) ?
Mobile:				Do you have Pass Grade in GCSE English (A-C) ?
NI No:	College/University:	Subjects:	Year:	Qualifications gained:
Current driving licence? Yes / No				
Groups: Expiry Date:				
Details of any endorsements:				
Are there any restrictions on you taking up work in the UK? Yes / No (If yes please provide details)	Other training:			
Do you suffer from any medical conditions that could affect your work with children? If yes please give a brief description.				

Is there anything which might affect your ability to fulfil the role you are applying for which may prevent you from working with young children? If yes, please give a brief description.

Are you related to any former or present employee at Bright Little Stars Nursery? If so, please provide us with the name and position in the company.

Have you been interviewed at any of the Bright Little Star's Nursery's previously? If so, where and for what position?

EMPLOYMENT HISTORY (Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment) Please note: Conditional on receiving a job offer, we may request last three months of your payslips.

Name & Address:	Job Title & Duties:	Start Date:	End Date:	Salary on Leaving Excluding Bonus	Salary including bonus	Reason for leaving:

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position:

LEISURE

Please note here your leisure interests, sports and hobbies, or other pastimes, etc.

REFERENCES

Please provide details of two referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer (referees must be professionals). If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.

MOST RECENT EMPLOYER			
1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address:
	Postcode:		Postcode:
	Tel No:		Tel No:
	How do you know the Referee?		How do you know the Referee?
	May we approach the above prior to interview? Yes / No		May we approach the above prior to interview? Yes / No

EMPLOYMENT DISCIPLINARY RECORD

Within your employment History have there been any disciplinary investigations involving yourself or actions taken against yourself?

Y / N

If yes, please give details

GENERAL COMMENTS

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

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 Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition **you are required** to submit a Disclosure and Barring Service (DBS) check / provide a PVG Scheme Record or Scheme Record Update. Any disclosure made by the CRB/Disclosure Scotland will remain strictly confidential.

**Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?
YES / NO**

If YES, please give details

Are you barred from working with children? Y / N

Have any orders or determinations related to childcare been made in respect of you or a child in your care? Y / N

Are there any restrictions or prohibitions in respect of you? Y / N

SPECIAL REQUIREMENTS (CARE SECTOR)

Because this position involves the care of children and/or vulnerable adults employment is dependent on the following:

- 1) Your written consent to obtaining an enhanced DBS (Disclosure and Barring) Check or an approved umbrella body or provision of a PVG (Protecting Vulnerable Groups) Scheme Record/Scheme Record Update.
- 2) Such disclosure being acceptable to us.
- 3) Any Allegations made against yourself, in any previous employment have been disclosed and such disclosure being acceptable to us.
- 4) Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
- 5) Two satisfactory written references.
- 6) That you will supply a photograph of yourself for retention in your records.
- 6) Proof of National Insurance Number.
- 7) Evidence of physical or mental suitability for your work.
- 8) Your written consent that you are not disqualified from working with young children (under 8 years of age) under the Childcare (Disqualification) Regulations 2009. *See details above.*

DECLARATION (Please read carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service (DBS) for a standard or enhanced (as appropriate) disclosure/PVG Scheme Record or Scheme Record Update. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated.
4. I consent to my personal data being stored in line with the Statutory retention periods and the BLS Data Protection Policy. I understand that Bright Little Stars reserve the right to make changes to these from time to time.

Signed:

Date: