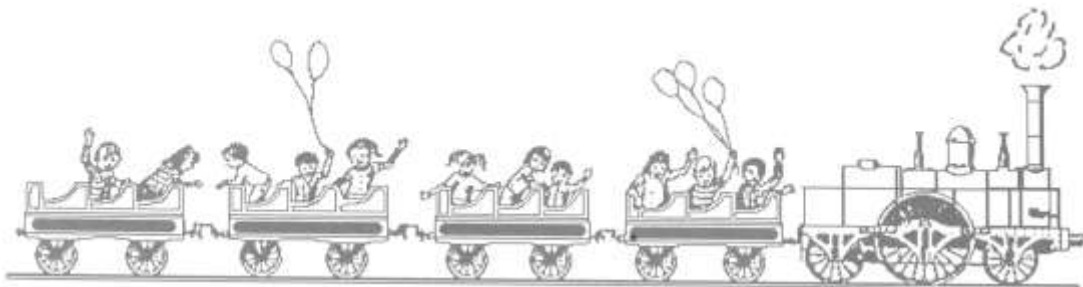




Application for Employment

**North Star Nursery Ltd
Polaris House
North Star Ave
Swindon
Wilts
SN2 1UH
01793 411994**



Part 1

Post applied for	
Where did you see this post advertised?	

1. PERSONAL DETAILS

Surname	Forename(s)	
Dr/Miss/Mr/Mrs/Ms etc		
Address		
Post Code		
Address for correspondence if different from above		
Post Code		
Telephone: Daytime	Evening	
Fax:		
Email:		
Do you require a work permit? Yes/No		

Declaration: I declare that the information given on all parts of this application form is to the best of my knowledge, correct. I understand that giving any false information/omitting to give information is an offence and will make my application unacceptable. If I am appointed, such falsification may lead to my dismissal.

I agree that, if I am appointed, the information may be used as part of the permanent personnel record of my employment under the Data Protection Act 1984.

Signature Date

2. EDUCATION

Dates		Name of School/College/University	Qualifications Please indicate grade and date obtained
From	To		

3. OTHER TRAINING

First aid training certificate	Date
Food safety certificate	Date
Child Protection Training	Date
Other as relevant to the application	

4. PRESENT/LAST EMPLOYMENT

Job Title	Salary
Name and address of employer Post Code	Starting date
	Date appointed to present post or date promoted, if applicable
	Period of notice required by employer
Brief details of main duties	

4. PREVIOUS EMPLOYMENT/WORK EXPERIENCE

Please list employers in order, most recent first. You should include any temporary, vocational or casual work, as well as periods of unemployment.

Date		Name and address of employer	Post held and details of main duties
From	To		

5. Please indicate why you are applying for this role and what particular skills and qualities you would bring to the role.

6. Nursery staff are part of a team and need to be able to work helpfully and constructively with other team members. Please give an example that demonstrates how you interact with other people or work in a team.

7. Have you been cleared by the (CRB) Criminal Records Bureau, (DBS) Disclosure and Barring Service or Ofsted in relation to any previous positions, paid or voluntary? If yes, please provide reference number? A new Enhanced DBS will be required for this post.

North Star Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, it is imperative that you provide all the relevant requested information to support us in meeting this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974.

Have you ever been convicted of a criminal offence? YES/NO

Do you have a disability YES/NO

If YES, Would you like any adjustments made to assist you with the interview process?

.....
.....
.....

9. Interview

Please tell us if there are any dates when you will not be available for interview.....

.....
.....

10. REFERENCES

Please give the names, addresses and occupations of three referees (who should not be related to you), the first of who must be your present or most recent childcare employer (or college tutor). References will be taken up prior to interview and previous employers may be approached to verify information. This will include seeking information about any disciplinary procedures relating to children or child protection concerns.

Please mark X in the box against any you would not wish to be taken up before the interview.

1. Name	
Occupation.....	
Address	
.....	
..... Post Code	<input type="checkbox"/>
Email.....	
2. Name	
Occupation.....	
Address	
.....	
..... Post Code	<input type="checkbox"/>
Email.....	
3. Name	
Occupation.....	
Address	
.....	
..... Post Code	<input type="checkbox"/>
Email.....	

Further referees may be requested. All referees may be contacted by telephone in addition to written format.

Equal Opportunities Questionnaire

PERSONAL DETAILS

North Star Nursery operates a policy of equal opportunity and fair treatment for employment. To assist in monitoring this policy and for this purpose only, applicants are asked to give details of their ethnic origin, gender, age, marital status, dependants, nationality, and any disability. Your answers will help us keep selection fair for all.

Please complete the details and place a tick (✓) in the appropriate boxes.

1. Date of birth / /			
2. Are you:			
Female	<input type="checkbox"/>		
Male	<input type="checkbox"/>		
3. How would you describe yourself?		4. Are you:	
African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Asian	<input type="checkbox"/>	European	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	White	<input type="checkbox"/>
If a different description please specify		A citizen of the UK	
		A citizen of another EC country	
		A citizen of another country	
5. Please indicate your status		6. Do you have any dependants	
Single	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Married	<input type="checkbox"/>	No	<input type="checkbox"/>
Separated	<input type="checkbox"/>		
Divorced	<input type="checkbox"/>		
Widowed	<input type="checkbox"/>		
Living with Partner	<input type="checkbox"/>		
7. Do you consider yourself to have a disability as defined in the Disability Discrimination Act (1995)		If you have a medical condition, the Disability Discrimination Act (1995) requires employers to make reasonable adjustments to the job content or working environment.	
Yes	<input type="checkbox"/>		
No	<input type="checkbox"/>		

Signature.....Print.....date.....