



Application for Employment

**North Star Nursery Ltd
Polaris House
North Star Avenue
Swindon
Wiltshire
SN2 1FL
01793 411994**

JOB APPLICATION FORM

Position applied for:	Position Reference:
Where did you see this position advertised?	

1. PERSONAL DETAILS

Title:	
Forename(s):	Surname:
Address:	
Post Code:	
Telephone:	Please indicate how you would prefer to be contacted
Mobile:	
Email:	

Do you require a work permit? YES/ NO

Do you have a driving license? YES/ NO

Do you have access to a vehicle? YES/ NO

Do you have reasonable access to public transport? YES/ NO

2. EDUCATION AND QUALIFICATIONS ACHIEVED (start with most recent)

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

Professional or other qualifications, apprenticeships, memberships of professional organisation and any other training you have received which you consider relevant:

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

3. EMPLOYMENT HISTORY

CURRENT/ MOST RECENT 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 Description of Main Duties: Reason for Leaving:	

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:

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

Please give details of other interests, including involvement in any voluntary organisations, which you consider relevant:

4. EXPERIENCE / RELEVANT SKILLS

Having read the job description and person specification please state how your experience and achievements to date would make you a suitable candidate for this post, please indicate why you are applying for this role and what particular skills and qualities you would bring to the role:

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:

5. SAFEGUARDING

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 been cleared by the Criminal Records Bureau (CRB), Disclosure and Barring Service (DBS) or Ofsted in relation to any previous positions, paid or voluntary? YES/ NO
If yes, please provide reference number? A new Enhanced DBS will be required for this post.

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

6. INTERVIEW

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

Do you consider yourself to have a disability? YES/ NO

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

7. REFERENCES

Please give the names, addresses and occupations of three referees, 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 do not use relatives, partners or friends as referees.**

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.

8. 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 General Data Protection Regulation.

Signature Date

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 provide the below details. The information provided will be kept separately from your application form as it does not form a part of your application and will not be used for any part of the selection process.

Gender

Man Woman Intersex Non-binary Prefer not to say If you prefer to use your own term, please specify here

Are you married or in a civil partnership?

Yes No Prefer not to say

Age

16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say

If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours
Annualised hours Job-share Flexible shifts Compressed hours
Homeworking Prefer not to say

If other, please specify here

Do you have caring responsibilities? If yes, please tick all that apply

- None
- Primary carer of a child/children (under 18)
- Primary carer of disabled child/children
- Primary carer of disabled adult (18 and over)
- Primary carer of older person
- Secondary carer (another person carries out the main caring role)
- Prefer not to say

Signature:

Print Name:

Date: