



Application for Employment

The information on this application form is held in complete confidence in accordance with our confidentiality policy.

We actively promote equal opportunities for children and staff – applicants will be considered on merit only.

It is in your interests to thoroughly complete your application, as consideration of the information you provide compared to the job description and person specification will determine your suitability for the post.

Please complete the form in your own handwriting in black ink and use additional sheets wherever necessary (see back page).

POSITION APPLIED FOR

PERSONAL DETAILS

Surname		Forename/s	
Telephone number (home)	Address		
Telephone number (work)			
Telephone number (mobile)			
Email address			
		Postcode	
Nationality Do you have the legal right to work in the UK? YES/NO		Marital Status	

HEALTH

Do you suffer from any conditions that would impede you in carrying out any of the duties as required as required by the post? YES/NO

If yes, please describe

Have you had any serious illnesses or injuries in the last five years or have you visited a health professional or awaiting an appointment with a health professional? YES/NO

If yes, please describe

How many days sick leave have you taken in the last two years?

FORMAL EDUCATION (SCHOOL & FURTHER EDUCATION)

Dates		School/College/University	Subjects	Qualifications Gained
To	From			

OTHER TRAINING (other learning opportunities used to advance your development)

Dates		Training Establishments	Subjects	Qualifications Gained
To	From			

Please send photocopies of your certificates in with your application – if invited to interview you will need to bring the originals as well as proof of your legal right to work in the UK i.e. a British Passport or a full birth certificate and a document giving the your permanent National Insurance Number and name.

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Please complete on additional sheets:

1. Give details of your interests and other relevant experience you may have gained. Provide evidence of your personal care experience, home making and other life skills you will bring to this job and utilise in your work, and which you are prepared to offer children to enrich their experience at the Nursery/Play Club.
2. Provide a profile of yourself, describing what makes you 'tick', what you think of yourself, what other people think of you, your strengths and weaknesses and what makes you suitable to work with children.
3. Describe how your experience and skills ally to the job description and why you believe you are the best person for the position.

EMPLOYMENT RECORD

Please list your complete employment history, starting with your current (or most recent post).

Dates From To	Employer/Organisation	Job Title & Responsibilities	Salary	Reasons for leaving

Please indicate when you would be available to commence new employment

REFERENCES

Please give below the names, addresses and telephone numbers and status of two referees; one of which should be your most recent employer/course tutor and the other should give you a personal reference but please remember that your referees should not be related to you, have known you for a minimum of two years, not work or be a parent at Sunny Day Nurseries, and be aware that you have given their name as a referee.

1.
2.

SUITABILITY AND DISQUALIFICATION (Please answer all the questions)

There are certain circumstances that prevent you from working with or having contact with children under 8. **Please answer all the questions.**

(please tick)	Yes	No		Yes	No
1	Have you ever had an order made against you removing any child from your care?		<input type="checkbox"/>	<input type="checkbox"/>	
2	Have you ever had registration as a childminder refused or cancelled?		<input type="checkbox"/>	<input type="checkbox"/>	
3	Have you ever had a registration as a day-care provider for children under 8 refused or cancelled?		<input type="checkbox"/>	<input type="checkbox"/>	
4	Have you ever had a financial interest in a registered day-care provision for children under 8 that was refused or cancelled?		<input type="checkbox"/>	<input type="checkbox"/>	
5	Have you ever had a child taken into care or been made a ward of court?		<input type="checkbox"/>	<input type="checkbox"/>	
6	Have you ever been disqualified or prevented from being a foster parent?		<input type="checkbox"/>	<input type="checkbox"/>	
7	Have you ever been involved as an owner or manager of a voluntary or registered home, or adults or children, whose registration has been refused or cancelled?		<input type="checkbox"/>	<input type="checkbox"/>	
8	Have you ever had a financial interest in a voluntary or registered home, for adults for children, whose registration has been refused or cancelled?		<input type="checkbox"/>	<input type="checkbox"/>	
9	Have you ever been referred to the Protection of Children Act List?		<input type="checkbox"/>	<input type="checkbox"/>	
10	Have you ever been referred to the Department for Education and Skills' List 99?		<input type="checkbox"/>	<input type="checkbox"/>	
11	Have you ever been disqualified from registration?		<input type="checkbox"/>	<input type="checkbox"/>	

If you have answered 'yes' to questions 1-10, please provide details below: (attach an additional sheet of paper, if necessary making sure your full name and the name of the day-care setting are on the sheet).

Question no.	Date	Circumstances and outcome	Local authority	Social services (if applicable)

CRIMINAL RECORD

(please tick)	Yes	No		Yes	No
12	Have you ever been convicted of any criminal offences?		<input type="checkbox"/>	<input type="checkbox"/>	
<p>Please note that exemption under the Rehabilitation of Offenders Act 1974 does not apply. You must include details of spent convictions, including those relating to juvenile offences.</p> <p>If you have answered 'yes', please supply details: (attach an additional sheet of paper, if necessary making sure your full name and the name of the day-care setting are on the sheet).</p>					
13	Have you obtained an Enhanced Criminal Records Disclosure Notice in the last three years from the Criminal Records Bureau (CRB)?		<input type="checkbox"/>	<input type="checkbox"/>	
14	Have you had a police check carried out in the last three years?		<input type="checkbox"/>	<input type="checkbox"/>	
15	Do you know of any other circumstances that might affect your suitability to work or be in contact with children under the age of 8?		<input type="checkbox"/>	<input type="checkbox"/>	
If 'yes' please give details:					

Date	Details of the offence (including the nature of the offence and where it occurred)	Court	Penalty

STATEMENT OF TRUTH

*I certify that to the best of my knowledge this application is a true and accurate record and can be treated as part of any subsequent contract of employment. I have not withheld any information or facts that may prejudice my application. Any false statement will be sufficient cause for rejection or; if employed, dismissal. I have no objection to my details being held on computer records and utilised by Sunny Day Nurseries in pursuit of its legitimate business. I understand that my application is subject to a satisfactory DWP, Police (The Rehabilitation of Offenders Act 1974) and health check.**

Signature Date

*please note that the request for a GP medical certificate may incur a charge which will be payable by the applicant – you may reclaim this from Sunny Day Nurseries should you become an employee at the end of your probationary period. For the purposes of the DWP/ CRB check you will be asked to produce your birth certificate and marriage certificate (if applicable) – this will be arranged with you directly. To comply with our duty to ensure that anyone we employ is entitled to work (i.e. EU members and/or those with work permits only) we also reserve the right to ask for passports, documentation from the Home Office and driving licences to confirm identity.

Additional writing space if required:

Sunny Day Nurseries Limited

EQUAL OPPORTUNITIES EMPLOYMENT POLICY

We are committed to the principle of equal opportunities in employment. We are opposed to any form of less favourable treatment or financial reward through direct or indirect discrimination, harassment, victimisation to employees or job applicants on the grounds of race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation or disability and to any form of less favourable treatment on the grounds of handicap, age or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Employees will be recruited and selected, promoted and trained on the basis of objective criteria.

In order to help Sunny Days monitor the effectiveness of its Equal Opportunities Employment Policy (and for no other reason) all applicants are asked to provide the information requested below. The information is confidential and does not form part of your application and will not be taken into account when making the appointment.

Application for post of:
At (location):

Please indicate your ethnic origin by **X** in the appropriate box.

a White

- British
- English
- Welsh
- Irish
- Scottish
- Any other white background (please enter details)

b Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Multi-heritage
- Any other mixed background (please enter details)

Please **X** the appropriate box.

c Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (please enter details)

d Black or Black British

- Caribbean
- African
- Any other Black background (please enter details)

e Chinese or other Ethnic Group

- Chinese
- Other (please enter details)

My gender is:

Male

Female

Do you consider yourself to have a disability?

Yes

No

My marital status is

Married

Single

Surname:

Date of Birth:

EXPLANATORY NOTES

- I. The ethnic groups set out overleaf are recommended by the Commission for Racial Equality and are the categories that are being used in the 2001 census.

2. Questions about ethnic origin are not concerned with nationality, place of birth or citizenship. They are about colour and broad ethnic group and UK citizens can belong to any of these groups.
3. If you are descended from more than one group, please check the one to which you consider you belong or use the 'other' category and give details.
4. For the purpose of the question about 'disability', this term refers to any physical or mental impairment which has a substantial and long term (over 12 months) adverse affect on your ability to carry out normal day to day activities.
5. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Sunny Day Nurseries Limited complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. **Having a criminal record will not necessarily bar a person from working with us.** This will depend on the nature of the position and the circumstances and background of the offences.