

Job Application Form

Please use the guidance notes at the back of the application form to complete this form.

Handkerchief Day Nursery welcomes both male, female applicants from all sections of the community irrespective of marital status, age, sexual orientation, disability, race, colour, nationality, religious beliefs or ethnicity.

Title of post applied for:	
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1. Personal Details -	
Title:	Mrs / Mr / Miss / Ms
Surname:	
Forenames:	
Date of Birth:	
Address:	
Postcode:	
Tel No (Home):	
Tel No (Mob):	
Email address:	
Where did you learn of the post?	

2. Present Post-	
Title of post:	
Name of employer:	
Address:	
Salary:	
Date commenced:	
Date ended:	
Outline of responsibilities, to whom you are responsible and staff responsible for you (if applicable):	
Reasons for leaving or wishing to leave:	
Period of notice required to terminate present employment:	

3. Education & Professional Qualifications -				
Secondary School / College / University	From	To	Examinations taken	Grade

4. Previous Employment -					
Name & Address of Employers	Position held	From	To	Reason for leaving	Final grade / salary
Description of duties:					

Name & Address of Employers	Position held	From	To	Reason for leaving	Final grade / salary
Description of duties:					

Name & Address of Employers	Position held	From	To	Reason for leaving	Final grade / salary
Description of duties:					

5. Please complete with any further information you feel may support your application form -

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6. Other Information -

What activities outside work interest you?

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Do you hold a current driving licence?

Do you have the right to work in the UK: Under the Asylum and Immigration Act 1996 we are required to check all staff to ensure they have the right to work within the UK:

* Do you require a visa to work in the UK? Yes / No

Essential information:

Have you ever been convicted of an offence? If yes please give details

Do you have any police proceedings outstanding or impending against you? If yes please give details

7. References -			
Referee 1 -		Referee 2 -	
Surname including title:		Surname including title:	
First name:		First name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Relationship to you:		Relationship to you:	
Address:		Address:	
Tel No:		Tel No:	
E-mail address		E-mail address	
Fax No:		Fax No:	
Can we contact prior to offering position?		Can we contact prior to offering position?	

<p>Declaration: I declare that the information on this application form are true and complete to the best of my knowledge and belief and I understand that giving false or misleading information may be the cause of refusal of employment or termination of my contract of service.</p>
Signature:
Date:

Equal Opportunities Monitoring

We are committed to an ongoing programme of action to make our Nursery Equal Opportunities Policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

Name: _____

Male Female

Ethnicity -

A) White - British

- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other white background

B) Mixed - White and Black Caribbean

- White and Black African
- White and Asian
- Any other mixed background

C) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

D) Black or Black British

- Caribbean
- African
- Any other Black background

E) Chinese

Any other ethnic background _____

Please circle one Religion, Nationality and Language.

Religion -

- Hindu
- Muslim
- Buddhist
- Methodist
- Catholic
- Islam
- Shinto
- Sikh
- Church of England
- Baptist
- Christianity
- None
- Other

Nationality -

- British
- French
- German
- Chinese
- Canadian
- Australian
- African
- Indian
- Irish
- Spanish
- American
- Japanese
- Dual Nationality
- Brazilian
- Russian
- Other

Language -

- English
- French
- German
- Italian
- Spanish
- Esperanto
- Dutch
- Greek
- Chinese
- Japanese
- Creole
- Creole / English
- Somali
- Portuguese
- Russian
- Other

Guidance Notes: Job Application Form

The Application Form

The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your forms and the form provides a basis for the interview itself.

Curriculum Vitae (CV's) alone will not be accepted. However CV's will be accepted in addition to a fully completed application form.

Section 1: Personal details

- Complete with your personal information.

Section 2: Present Post:

- Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job.
- Should you be selected for the role "your reason for leaving or wishing to leave" may be verified if we take references per section 7 below.

Section 3: Education and Professional Qualifications

- List educational and professional qualifications if applicable. Essential qualifications will be checked on appointment to a post.
- List any relevant in house or external training attended.

Section 4: Previous Employment

- Do not simply list the duties of your job, please give a brief explanation of the main duties of your previous jobs.
- It is essential that you account for any gaps in employment.

Section 5: Further information to support your application

- Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge and experience required.

Section 6: Other information

- A simple list will suffice unless position held and the skills/experience attained is directly relevant to the position for which you are applying.

Section 7: References

- Should you be selected for the role we will want to take up referees as outlined below. However if possible we would like to do this earlier in the process.
- If you have no previous employment please give details of someone who can provide a character reference.
- We reserve the right to take up references from any previous employer.

Please return your application form to -

Jan Sayward - Nursery Manager

Handkerchief Day Nursery

High Street

Kegworth

Derby

DE74 2DA