

**BOWLERS COMMUNITY NURSERY
APPLICATION FOR APPOINTMENT**

Bowlers Community Nursery takes pride in recruiting staff that will complement its high quality childcare service. The nursery is an Equal Opportunities Employer and our posts are open to everyone regardless of their ethnic origin, gender, age, sexual orientation, class, disability/ability, or HIV/AIDS Status

Fair and equal treatment will be given to all applicants

Please complete this form in type or black ink to facilitate photocopying.

POSITION APPLIED FOR:

1) PERSONAL DETAILS

SURNAME:

FIRST NAMES:

ADDRESS:

TEL NO: (HM)

(WK)

(Mob)

Email Address:

Proof of eligibility to live & work in the UK: The Asylum & Immigration Act 1996 requires organisations to ensure that all candidates possess documentary evidence of their eligibility to live & work in the UK.

Do you require a work permit to work in the UK? Yes No

If yes please provide a copy with this application

If you are disabled would you require any assistance at the interview? Yes No

If yes please specify:

Please tell us where you heard about /saw this job vacancy advertised:

2) QUALIFICATIONS AND TRAINING:

QUALIFICATIONS GAINED: (please include dates and continue on a separate sheet if necessary)

RECENT COURSES/TRAINING UNDERTAKEN RELEVANT TO THE POST
(please include dates)

3) PREVIOUS EXPERIENCE & EMPLOYMENT

CURRENT POST (or last post held)

<u>NAME & ADDRESS OF EMPLOYER</u>	<u>POST & DUTIES</u>	<u>CURRENT SALARY</u>

WHAT IS YOUR REASON FOR LEAVING/WISHING TO LEAVE:

WHAT IS THE PERIOD OF NOTICE YOU HAVE TO SERVE YOUR EMPLOYER:

DATE LEFT (where applicable):

PREVIOUS EMPLOYMENT

Please give details of your full employment history - most recent first, detailing periods of unemployment and unpaid/voluntary work if applicable
(Please continue on a separate sheet if necessary)

<u>NAME, ADDRESS & TELEPHONE NO OF EMPLOYER</u>	<u>POST & DUTIES</u>	<u>DATES POST HELD & REASON FOR LEAVING</u>

REFERENCES

Please give the name and address of two people who are willing to provide a reference on your behalf. One must be your current Employer or Employer from last held post and the most previous Employer after that. References may be taken up prior to Interview.

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Tel No:	Tel No:
Email address:	Email address:
Relationship to you:	Relationship to you:

SUPPORTING STATEMENT

Please explain how you meet the criteria outlined in the Person Specification; include your experience, knowledge and qualities that you feel will enable you to carry out this role. You may also include unpaid/voluntary or other activities that are relevant to this post (please continue on a separate sheet if necessary)

Criminal Convictions

The post for which you have applied is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (ROA) 1974 (Exemptions) Order 1975. Therefore, you are required to provide full details of all convictions, cautions and bind-overs including those regarded as spent under the ROA, and any pending prosecutions. In the event of employment any failure to disclose such sentences or convictions could result in dismissal or other disciplinary action.

However a criminal conviction spent or unspent will not automatically exclude you from employment from Bowlers Community Nursery.

Do you have a Criminal Conviction(s) or police Caution(s), spent or otherwise? Yes No

If yes, please provide details including dates:

Please answer the following:

Have you previously used, or do you currently use, any other surname(s)? Yes No

If YES, state the other surname(s) you use(d):

Do you have any criminal records to declare? Yes No
This includes: prison sentence, bind-over, caution, discharge, probation, conviction, fines, community service, punishment orders, curfew, drug treatment/testing, reparation orders, compensation.

If YES, when did this take place? What was the charge?

Are there any current criminal proceedings against you?

To ensure your suitability to work with children, Bowlers Nursery has to determine that you have not been disqualified to do so or live with anyone who has been disqualified to work with children. Have you been disqualified or live with anyone who has been disqualified to work with children? Yes No

IF YOU HAVE ANSWERED YES TO EITHER OF THE QUESTIONS ABOVE, PLEASE GIVE DETAILS ON A SEPARATE SHEET

I hereby declare that the above information is true and correct to the best of my knowledge. I understand that any information that I have provided will be verified through appropriate sources. Bowlers Community Nursery reserves the right to retract an offer of employment or instigate dismissal proceedings (if in post) if it is later discovered that information has been withheld or falsified.

SIGNED:

Date: