

1 Brook End, North Crawley, Newport Pagnell, Bucks, MK16 9HH

**Telephone** – 01234 391600 **E mail** [helen@welliesdaynursery.co.uk](mailto:helen@welliesdaynursery.co.uk)

**Wellies Day Nursery is an Equal Opportunities Employer**

Application for Employment

Private and confidential

Position applied for :

FOR THIS POSITION A DBS WILL BE REQUIRED.

Personal Details

| Full Name : | Place of Birth |
| --- | --- |
| Address | Home Phone:  Mobile:  E Mail:  Tick box if you do not wish to be contacted at work • |

Education and Qualifications

| School | Dates | Exam (GCSE/AS/A) | Subject | Grade |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| University/College | Dates | Exam | Subject | Grade |
|  |  |  |  |  |

Employment History

Please list in reverse order all of the organisations for which you have worked.

| Name and address of employer | Dates | Position held | Salary | Reason for leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Health

| Are you in good health? Yes/No  (If no, please give further information) |
| --- |
| Have you ever suffered from a serious illness or major operation? YES/NO  (If yes, please give details) |

Supplementary Information

| Have you ever worked for this company before? YES/NO  (If yes, please give details and reason for leaving) |
| --- |
| When are you available for employment? / How much notice are you required to give to leave your present employment? |
| Do you have a full driving licence? – if NO, how will you get to Nursery? |
| Does you licence have any endorsements? YES?NO  (If yes, please give further information) |
| Have you ever been convicted of a criminal offence? (which is not a spent conviction under the Rehabilitation of Offenders Legislation) YES/NO  If yes, please give further information |
| Do you have any commitments which might limit your working hours? YES/NO  If yes, please give further information |
| Are you subject to any restraints on your current or future employment? |
| Holidays arranged: |
| Where did you hear of this vacancy? |

About you

| Please give details of any skills, experience or achievements which may be relevant to your application for employment. |
| --- |

References

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this post.

NOTE – one of these should be a previous employer.

| Name, address, email and occupation | Name, address, email and occupation |
| --- | --- |
| • | • |

Please tick in the box if you do not wish this referee to be contacted before an offer of employment is made.

| If called for an interview, are there any special arrangements we need to make to assist your attendance? YES/NO  If yes, please give further information. |
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Declaration of applicant

| I confirm the above information is correct.  I understand that false information or deliberate omission will disqualify me from employment or may render me liable for dismissal.  I understand that a DBS check will be required for this position.  I consent to the Company processing the information I have provided on this form for the purpose of recruitment and I understand it will be retained for as long as is necessary for the Company to comply with it’s statutory obligations.  Signed …………………………………………………. Date ………………………… |
| --- |

| Please answer the following questions and enclose with your returned application form.  Why do you want to work with children?  What would you want to see, hear and feel in the Nursery that would convince you that good practice was taking place? |
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