



Welcome to  
**Ambourne House Day Nursery**

## Application Form

### ***Personal Details***

Post applied for

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Full name

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Title (Mrs, Mr, Miss, other)

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Address

---

Postcode

---

Home telephone number

---

Work telephone number

---

May we contact you at work?

Yes/No

Mobile telephone number

---

Email address

---

May we contact you on this email?

Yes/No

### ***Current Employment Details***

Position

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Name and address of employer

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Employed from and to (dates)

---

Salary and benefits

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Notice period required

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Main Responsibilities:

Reasons for leaving

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**Educational Background**

Dates	Educational establishments attended, including Secondary School (most recent first)	Full-time/ part-time	Subjects studied	Level	Results/grades

Please note: you may be asked to provide proof of qualifications if appointed.

Please give details of any professional or other qualifications, training or membership of professional bodies, which you feel is relevant to your application.

**Other Employment/Career History (please give full employment history, accounting for any gaps)**

Dates	Name and address of employer (most recent first)	Position held and main duties	Reasons for leaving

**Supporting statement**

You are invited to provide us with further relevant information in support of your application. Please state how your experiences and achievements to date would make you a suitable candidate for this post.

**Additional Information**

The position for which you are applying for, involves substantial access to children and it is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions, cautions, court orders, reprimands or warnings you may have, even if they would otherwise be regarded as 'spent' under this act. The disclosure of a criminal record will not debar you from appointment, unless we consider that the conviction renders you unsuitable for employment. Failure to declare a conviction may however disqualify you from appointment or result in summary dismissal.

Have you ever been convicted, cautioned or reprimanded for a criminal offence? Yes /No

Are you on any of the 2 lists banning you from working with children or vulnerable adults imposed by the Independent Safeguarding Authority? Yes/No

Do you live with anyone who has been disqualified from working with children Yes/No

If yes, please give details and date(s) in the space provided below:

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

National Insurance Number:

Do you have a driving licence? Yes /No

Do you have access to a vehicle? Yes /No

Do you have access to public transport? Yes /No

## References

Please supply the name, address and telephone number of two referees (one must be your present, or most recent, employer or, if you haven't previously worked, an academic/professional referee and the other should be, where possible, a previous employer and preferably not relatives or friends). Please also give the status of the referee (for example, manager).

Name \_\_\_\_\_  
Status \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email \_\_\_\_\_

May we contact this person before interview? Yes/No

Name \_\_\_\_\_  
Status \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email \_\_\_\_\_

May we contact this person before interview? Yes/No

***If no, please note that your referees may be approached after the interview, with your consent.***

**Please ensure that you have fully completed all points of this application form.**

## Declaration

I declare that the information given on this form is, to the best of my knowledge, true and complete. I understand that any false statements could result in withdrawal of any offer of employment, disciplinary action or dismissal.

I understand that the Nursery may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the Nursery.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to:

## Recruitment Monitoring Form

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an equal opportunities employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for: \_\_\_\_\_

Name (forename(s) and surname in full): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

If you are invited to attend for interview or take up employment and require special arrangements, please give details below:

Do you consider yourself to have a disability? Yes/No                      Gender                      Male ( )                      Female ( )

### ETHNIC ORIGIN (Please tick)

#### White

White British                      ( )  
White Irish                      ( )  
White other                      ( )

#### Asian

Indian                      ( )  
Pakistani                      ( )  
Bangladeshi                      ( )  
Any other Asian background                      ( )

#### Black

Black British                      ( )  
Black African                      ( )  
Black Caribbean                      ( )  
Black other                      ( )

#### Mixed

White and Black Caribbean                      ( )  
White and Black African                      ( )  
White and Black Asian                      ( )

#### Chinese

Chinese                      ( )

Chinese other                      ( )

Other please state: \_\_\_\_\_

I consent to Ambourne House holding data contained on this form on their database for monitoring purposes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_