

# **Application for Employment**

### Post applying for: …Nursery Assistant………………………………………..…………………

We are committed to a policy of equality of opportunity. All applications will be considered as long as this form is completed. Please complete this application form in black ink, even if you are sending supplementary information.

## Personal details

Last name …………………………………………………………………………………………...…..

Other names ………………………………………………………………………………………..…..

Address …………………………………………………………………………………………….……

…………………………………………………………………………………………………….………

……………………………………………….. Postcode …………………………………………..….

If it is possible to contact you during the day please provide your daytime telephone number: ………………………………..……………………………………………………………………….….

**Previous/most recent employment**

Name of employer………………………………………………………………………………………

Address ………….………………………………………………………………………………………

Post held ………………………………………… from (month/year)…………….... to …….…......

Please outline your main duties:

**Past employment**

Please provide details of all your previous work experience. This can include any unpaid or voluntary work that you may have undertaken. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer: | From: | To: | Post held and brief outline of duties: |
|  |  |  |  |

**Qualifications (academic/professional)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary schools, colleges, universities: | From: | To: | Brief details of courses: | Grade: |
|  |  |  |  |  |

**Details of any relevant training (including any short courses)**

**Additional information**

After reading the job description and specification, please say why you are applying for this post. Highlight any knowledge, experience or skills you consider relevant to this position. Please include any skills or experience that may have been gained through voluntary work, unpaid work, community activities or through life experience.

**References**

Please give the names and address of two referees, one of whom must be your present/previous employer. Please state their relationship to you (eg line manager). These people will not be contacted unless you are offered the post.

Have you had a Disclosure and Barring Service (DBS) check? Yes/No

Have you ever been convicted of a criminal offence or subject of criminal charges? Yes/No

If yes, please provide details …………………………………………….....................................

…………………………………………………………………………………………………………

NB Offences deemed as spent under the Rehabilitation of Offenders Act 1974 need not be declared

Have you been disqualified from working with children? Yes/No

Have you ever been disqualified from keeping foster children, had a child removed from your care or put on the child protection register? Yes/No

Do you live with anyone who is disqualified from caring for children? Yes/No

Failure to report a child protection concern may mean disciplinary action will be taken (Reg. 17 (1) (b))

Do you suffer from any physical or mental illness which may affect your ability to work with children? Yes/No

Before a formal offer of appointment is made we will seek verification of the details provided by the successful candidate about their present/most recent employment. The successful candidate will also have to produce evidence of educational qualifications and a copy of their birth certificate.

I certify that the information given in this form or accompanying this form is correct.

Signature:………………………………………..…………………Date:………….………………….

You may include further documentation to support your application if you wish. However, you must complete this application form as we do not accept stand-alone CVs.

Please return the completed form to:

Meithrinfa Cywion Bach Nursery

Yr Hen Ysgol

Idole

Caerfyrddin

SA32 8DG

Please note that appointment will be subject to receipt of satisfactory references, a DBS check, right to work in the UK check, and completion of a six month probationary period.