



All Saints' Nursery
High Lane Pre-School
Swann Lane Pre-School
Just 4 Two's Pre-School
KIDZONE Before and After School Clubs

CONFIDENTIAL APPLICATION FORM

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory clearance and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we can compare candidates fairly, this form is the only document we consider when screening applications. Therefore, **please do not send a CV**, written references, examples of work or other supporting information, unless it is specifically requested.

Application for:

Part A: PERSONAL DETAILS

Full Name: _____ Title: _____

Home Address: _____

Postcode: _____

Home Tel. Number: _____ Mobile: _____

Email Address: _____

Date of Birth: _____ National Insurance: _____

Part B: PRESENT OR MOST RECENT EMPLOYMENT

Name and address: _____

Postcode: _____

Post held (job title): _____ Rate of pay: _____

Date started: _____ until: _____ Notice Required: _____

Brief description of duties: _____

Part C: REFERENCES

Please give names and addresses of **two** people who can verify your employment record and give information about your suitability for this post. Please indicate their relationship to you. Ideally, one should be your present or most recent employer.

Name: _____ Relationship: _____

Job Title: _____

Address: _____

Contact Number: _____

Email Address: _____

Name: _____ Relationship: _____

Job Title: _____

Address: _____

Contact Number: _____

Email Address: _____

Part D: PREVIOUS EMPLOYMENT

Please complete details of your previous employment. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

From	To	Employers Name and Address	Job Title

Part E: EDUCATION AND QUALIFICATIONS

Please give brief details of courses attended and examination results.

From:	To:	Examination results (subject, grade, level)

Academic/professional:

From:	To:	Examination (subject, grade, level, include name of awarding body)

Other training courses or qualifications:

From:	To:	Brief Details

If there are any gaps in your employment or education history, please explain them here:

Part F: MONITORING - EQUALITY AND DIVERSITY

The Marple Childcare Company has a commitment to ensure that all applicants are treated fairly and are appointed solely on their ability for the post irrespective of race, sex, disability, sexuality or age. All stages of the recruitment process are monitored to check unfair discrimination is not taking place. Please complete the following by ticking the statements as they apply to you.

I would describe my race or ethnic origin as (please tick):

- Asian Bangladesh
- Asian Pakistani
- Black Caribbean
- Greek or Greek Cypriot
- White Irish
- Asian Indian
- Asian Chinese
- Black African
- Turkish or Turkish Cypriot
- White UK
- White other: Please specify
- Black other: Please specify
- Other Asian: Please specify

My Gender is:

Female / Male

Part G: HEALTH and DISABILITY

The Marple Childcare Company has a responsibility to operate within legally defined staff to children ratios. Considerable effort is involved to ensure ratios are maintained in circumstances of unplanned staff absences.

Are you in reasonable good health?

YES / NO (please expand)

Do you have any medical condition, which prevents you attending work on a regular basis?

YES (please expand) / NO

Do you have any medical condition, which prevents you from close contact with young children?

YES (please expand) / NO

How many days absence have you had from work in the past 2 years? Please give details:

Do you consider yourself to have a disability? YES / NO

If yes - to what extent would MCCL need to modify it's setting to accommodate your requirements / to what extent would this impact on your involvement with young children. Use separate sheet if necessary.

Part H : OTHER

Please use additional paper if necessary.

Part I: DISCLOSURE OF CRIMINAL BACKGROUND, POSTS THAT INVOLVE ACCESS TO CHILDREN

The Rehabilitation of Offenders Act 1974 (exceptions and amendments) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment, which involves working with children and young people, must disclose all their previous criminal convictions, including 'spent' convictions, bind over orders and cautions. All disclosures of criminal background are strictly confidential. Checks are made only in connection with your application for employment with children and for no other purpose.

Disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s), frequency and when they occurred. All successful applicants will need to undergo an enhanced DBS check or already be registered with the update service, which would be accessible for us to verify.

Have you ever received a caution or been convicted of a criminal offence? YES / NO *

Part J: DECLARATION

Please complete the following declaration and sign in the appropriate place below. If this declaration is not completed and signed, with copies of the relevant documentation, your application will not be considered. Providing false information or knowingly omitting any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be liable to be summarily dismissed.

If appointed you will be required to provide an original copy of your birth certificate or passport and if required for the post, proof of professional qualifications.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that I have answered all questions accurately and fully and that I possess all of the qualifications, which I claim to hold.

I do / do not* require a work permit to take up employment in the United Kingdom.

*(please delete as appropriate)

Signature: _____ Date: _____

Print Name: _____