



# JOB APPLICATION FORM

Please complete all parts of this form in **BLOCK CAPITALS**. CV's will not be accepted

Application for the post of:

Location of Nursery:

Salary Expectation: £

Job reference no:  Closing date:

How did you hear about this vacancy?

Are you looking for full time work? Yes  No

If No, please give details of hours you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours					

## Personal details

First Name:  Surname:

Address:

Home no:  Mobile no:

Work no:  Can we ring you at work? Yes  No

Email address:

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

If Yes please give details:

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

Do you have a relationship (i.e. family, friends) with anyone working for Chrysalis Nursery and Pre-School? Yes  No

## Next of Kin

In the event of an emergency, who should be contacted?

First Name:  Surname:

Home no:  Mobile no:

Work no:  Relationship:

**References**

Please give the names and full addresses of three people who can verify or confirm your employment record. One must be your line manager at your current/last employer. Please do not use relatives, partners or friends as referees.

**Current/Last Employer**

Name:

Position held and relationship:

Organisation name and address:

Telephone no:

Email address:

May we contact the referee before interview? Yes  No

**2<sup>nd</sup> Referee**

Name:

Position held and relationship:

Organisation name and address:

Telephone no:

Email address:

May we contact the referee before interview? Yes  No

**3<sup>rd</sup> Referee**

Name:

Position held and relationship:

Organisation name and address:

Telephone no:

Email address:

May we contact the referee before interview? Yes  No

**Qualifications achieved (start with the most recent):**

Secondary Schools, Colleges, Universities	From	To	Brief details of course and qualifications taken	Grade
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**Study currently being undertaken:**

Secondary Schools Colleges, Universities	From	To	Brief details of course and qualifications taken	Grade

Professional or other qualifications, apprenticeships, memberships of professional organisations:

Other training you have received which you consider relevant:

**Employment history**

**Current/most recent employment:**

Name and address of employer:

Date started:

Until: [ ] Notice required: [ ]

Job title: [ ] Basic salary per annum: [ ]

Brief description of duties:  
[ ]

Reason for leaving:  
[ ]

**Next/2<sup>nd</sup> most recent employer**

Name and address of employer: [ ]

Date started: [ ]

Until: [ ] Notice required: [ ]

Job title: [ ] Basic salary per annum: [ ]

Brief description of duties:  
[ ]

Reason for leaving:  
[ ]

**Next/3<sup>rd</sup> most recent employer**

Name and address of employer: [ ]

Date started: [ ]

Until: [ ] Notice required: [ ]

Job title: [ ] Basic salary per annum: [ ]

Brief description of duties:  
[ ]

Reason for leaving:  
[ ]

**Other employment/career history starting with the most recent:**

*For posts which involve working with children, please give your full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary).*

Post	From	To	Employer/organisation name and address	Reason for leaving

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Please give details of other interests, including involvement in voluntary organisations, which you consider relevant:

**Experience/relevant skills**

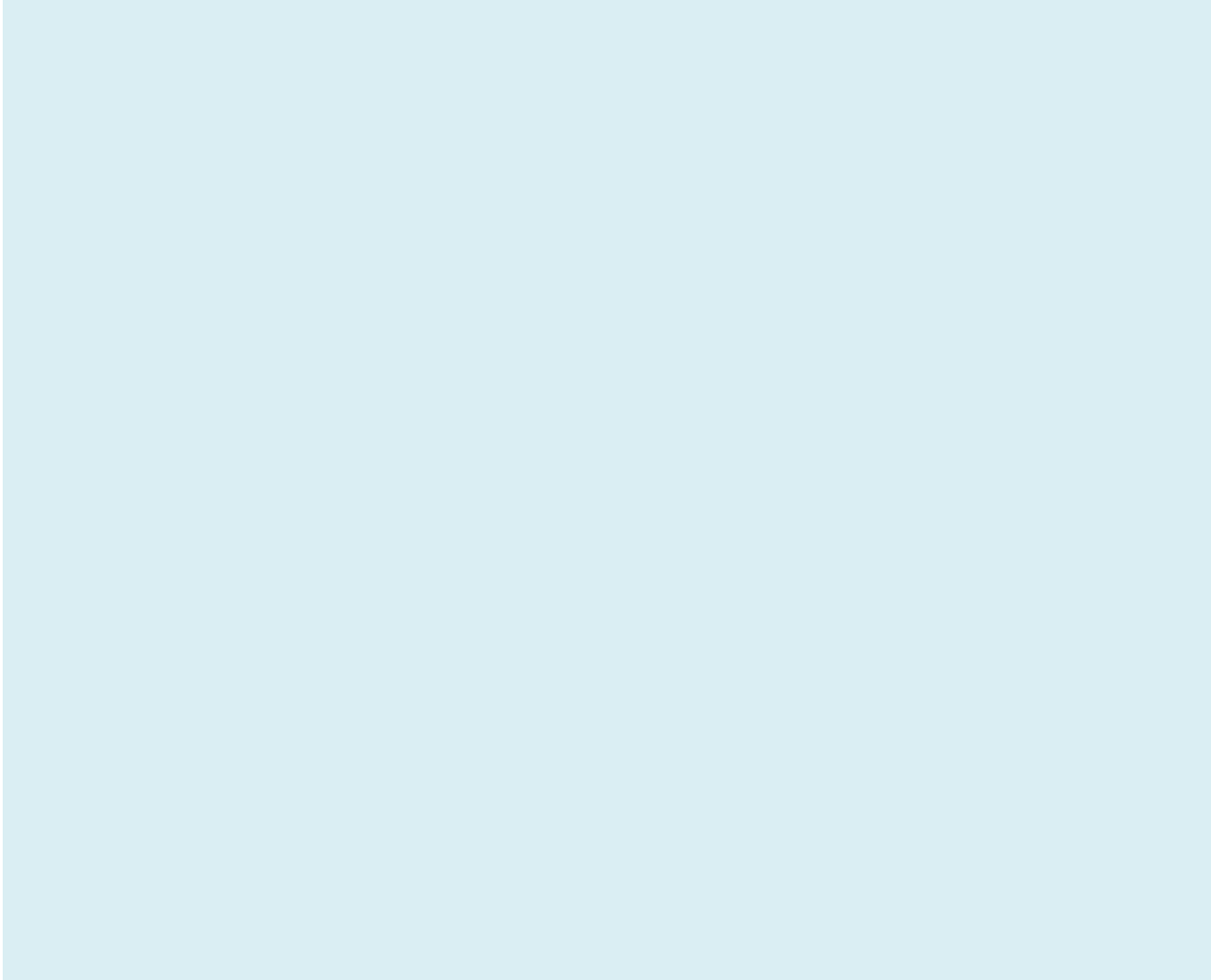
*Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criteria detailed on the person specification and provide examples of how you meet these.*

*If you need to continue beyond this page of the form, please use A4 sized white paper.*

What attracted you to apply to **Chrysalis Nursery**?

What interests you most about working with children?

Please detail any further information to support your application?  
(past achievements, future aspirations, personal strengths)



**Suitable Person Declaration**

Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.

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

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

If yes, please give details and dates in the space provided below:



**Disqualification for Caring for Children Regulations 2002**

Under the regulations explained in the guidance, people who fall into certain categories may be disqualified from being registered as day care providers or child minders.

Please answer all of the following questions indicating if any apply to you or have ever applied to you.

Are you a parent whose children have been made the subject of a care order? Yes  No

Have you ever had a child or children removed from, or prevented from living with you by an order of the court? Yes  No

Have you ever been prohibited as a private foster carer or had a child removed from your care under adoption or fostering legislation? Yes  No

Have you been refused registration or had your registration cancelled in respect of a care home service, child minding or day care of children Yes  No

Have you ever been convicted of a Schedule 1 offence (Offences against children or young people) Yes  No

Does your partner or any other person either living with you or employed in your household fall within any of the above categories? Yes  No

If yes, please give details and dates in the space provided below:

**Declaration**

I declare that all information provided on this application is true and correct and that I am not banned or disqualified from working with children nor subject to any sanction or conditions on my employment imposed by the Independent Safeguarding Authority (ISA), the secretary of state or a regulatory body.

I understand that to knowingly give false information, or to omit information, will result in my application being withdrawn from the recruitment process; or could result in the withdrawal of any offer of appointment; or if in employment may result in disciplinary action, including dismissal and possible criminal prosecution

Signature of applicant:  Date:

**Health Declaration**

Please provide the name and address of your current GP.

Full Name of GP:

Full Address of GP including post code:

Telephone No of GP:

Are you currently receiving or have you received any medical care/treatment in the last 6 months by your GP or a Hospital/Clinic for any reason?

If Yes, Please give details: Yes  No

Are you currently taking any regular tablets/medicine/injections (other than contraceptives) ?

If Yes, Please give details:

Yes  No

Do you have a history of alcohol or drug abuse?

If Yes, Please give details:

Yes  No

Have you had any hospital admissions during the last two years? (please do not include maternity admissions unless there were complications)

If Yes, Please give details:

Yes  No

Have you had a serious illness or accident in the last five years?

If Yes, Please give details:

Yes  No

Have you ever suffered from mental illness e.g. Nervous Breakdown/Nervous Debility/Depression/Schizophrenia?

If Yes, Please give details:

Yes  No

### Declaration

*I declare that the information given on this application form is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.*

*I understand that **Chrysalis Nursery and Pre-School** may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with us.*

Signature of applicant:

Date:

### Recruitment monitoring form – confidential

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 an interview or take up employment and require special arrangements please give details below:

[Redacted area]

Do you consider yourself to have a disability? Yes  No

Gender Male  Female

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

- |                |                          |                           |                          |              |                          |
|----------------|--------------------------|---------------------------|--------------------------|--------------|--------------------------|
| <b>White</b>   |                          | <b>Black</b>              |                          | <b>Asian</b> |                          |
| White British  | <input type="checkbox"/> | Black British             | <input type="checkbox"/> | Bangladeshi  | <input type="checkbox"/> |
| White Irish    | <input type="checkbox"/> | Black African             | <input type="checkbox"/> | Pakistani    | <input type="checkbox"/> |
| White other    | <input type="checkbox"/> | Black Caribbean           | <input type="checkbox"/> | Indian       | <input type="checkbox"/> |
|                |                          | Black other               | <input type="checkbox"/> | Asian other  | <input type="checkbox"/> |
| <b>Chinese</b> |                          | <b>Mixed</b>              |                          |              |                          |
| Chinese        | <input type="checkbox"/> | White and Black Caribbean | <input type="checkbox"/> |              |                          |
| Chinese other  | <input type="checkbox"/> | White and Black African   | <input type="checkbox"/> |              |                          |
|                |                          | White and Black Asian     | <input type="checkbox"/> |              |                          |

Other please state: [Redacted area]

**Chrysalis Nursery and Pre-School Use Only**

**Proof of Identity**

Please bring along to interview at least 3 forms of original identification (\*preferred documents) and 1 proof of address (Utility bill within the last 3 months).

Passport No\*: [Redacted area]

Issue Date: [Redacted area] Expiry Date: [Redacted area]

Birth Certificate No\*: [Redacted area]

Marriage Certificate No: [Redacted area]

Issue Date: [Redacted area] Maiden Name: [Redacted area]

Driving License No\*: [Redacted area]

Issue Date: [Redacted area] Expiry Date: [Redacted area]

Proof of Address: [Redacted area]

Originals seen? Yes  No  If no, please state reason why?

Signed:

For and on behalf of Chrysalis Nursery and Pre-School

**Proof of Qualifications**

Please bring along to Interview any original certificates.

Qualification:

Issue Date:

Expiry Date:

Qualification:

Issue Date:

Expiry Date:

Qualification:

Issue Date:

Expiry Date:

Qualification:

Issue Date:

Expiry Date:

I consent to **Chrysalis Nursery and Pre-School**, to hold the data in the equal opportunities section of this form in their database and manual file.

Signature of applicant:

Date:

Please return this application form in an A4 sized envelope marked 'CONFIDENTIAL' to:

**Chrysalis Nursery and Pre-School**

3 Church Hill  
Loughton  
Essex  
IG10 1QP

Complete the following if the applicant is successful in gaining employment at **Chrysalis Nursery and Pre-School**

Job Title:

Annual Salary:

Hourly Rate of Pay:

No of hours worked per wk:

Days worked per week:

Start Date:

Site:

Any further information about the candidate?