**Parbold Douglas Nursery**

**APPLICATION FOR EMPLOYMENT**

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| **Position:** |  |

**PERSONAL DETAILS**

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| **First Name** |  |
| **Surname** |  |
| **Home Address** |  |
| **Mobile** |  |
| **Email** |  |
| **National Insurance Number** |  |

**PRESENT POSITION**

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| **Present Post** |  |
| **Starting Date of Post** |  |
| **School/ Educational Establishment** |  |
| **Salary** |  |
| **Employer Address** |  |
| **Telephone Number** |  |
| **Email Contact** |  |

**EDUCATION AND QUALIFICATIONS**

***Please add further lines as necessary.***

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| **Education and Qualifications** | | | | | | |
| **Secondary Education** | | | | | | |
| **Name of Institution** | |  | | | | |
| **From** | **To** | **Qualifications obtained** | | | | |
|  |  |  | | | | |
| **Subject** | | | **Level** | **Grade** | **Awarding body** | **Date of Award** |
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| **Further Education** | | | | | | |
| **Name of Institution** | |  | | | | |
| **From** | **To** | **Qualifications obtained** | | | | |
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| **Subject** | | | **Level** | **Grade** | **Awarding body** | **Date of Award** |
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| **Higher and Professional Education** | | | | | | |
| **Name of Institution** | |  | | | | |
| **From** | **To** | **Qualifications obtained** | | | | |
|  |  |  | | | | |
| **Subject** | | | **Level** | **Class/Grade** | **Awarding body** | **Date of Award** |
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| **Further Professional Development** | | | | | |
| **As a participant within the last five years relevant to this post** | | | | | |
| Date of course | Number and length of sessions | Details of course | Qualifications Obtained+ Date of Award | | Course Provider |
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| **As a contributor within the last five years relevant to this post** | | | | | |
| Date of course | Number and length of sessions | Details of course/ involvement | | Course Provider | |
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**EMPLOYMENT HISTORY**

*Please list in reverse order all the organisations for which you have worked. Add lines as necessary.*

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| **Name and Address of Employer** | **Dates** | **Position Held** | **Salary/ Hourly Rate** | **Reason for Leaving** |
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If you have any gaps in your employment please provide a reason for this below:

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| **Disclosure of Criminal Background** | **YES** | **NO** |
| 1. Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? |  |  |
| *You may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past, however certain types of employment which involves contact with children and / or vulnerable adults are excluded under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.*  *Please note the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.*  *Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service web site.* | | |
| b) If you answer yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope, marked Private and Confidential for the attention of the Directors of Parbold Douglas Nursery and Duggies Out of School Care. | | |
| c) I can confirm that I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for. | **Signature:** | |
|  | |
| **Date:** | |
|  | |
| Canvassing directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including Directors): | | |

**PERSONAL STATEMENT**

Please use the space below to give details of any skills and experience which are relevant to your application for appointment. (500 words maximum)

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**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

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| **Name:** |  |
| **Address:** |  |
| **Email Address:** |  |
| **Occupation:** |  |
| **Relationship to the referee:** |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Email Address:** |  |
| **Occupation:** |  |
| **Relationship to the referee:** |  |

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| **Equal Opportunities** | **YES** | **NO** |
| If called for interview, are there any special arrangements we would need to make to assist your attendance? |  |  |
| Details: | | |

**DECLARATION**

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| 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 DSB clearance will be required for this position.  I consent to Parbold Douglas Nursery and Duggies Out of School Care processing the information I have provided on this form for the purpose of recruitment and I understand that it will be retained for as long as is necessary for the Nursery to comply with it’s statutory obligations.  Signed: ……………………………………………. Date: ……………………………………. |