Application Form

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| **POSITION : APPLIED FOR** |
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| **PERSONAL DETAILS:** | | | |
| **Name:** | **Address:** | | |
| **Home Tel No:** | **Mobile Tel no:** | | |
| **Age:** | **D.O.B:** | | |
| **NI Number:** | **Nationality:** | | **Religion:** |
| **Marital Status:** | **Next of Kin:** | | |
| **Email Address:** |  | | |
| **DBS Number:** | **DBS Date:** | **On Update System?** | |
| **Do you have a First Aid certificate?** YES/NO  **VALID UNTIL: \_** | **Do you have a full, clean driving licence?**  **YES/NO** | | |
| **Do you have food and hygiene certificate**  **YES/NO** | **Do you have a current local authority safeguarding certificate**  **YES/NO** | | |

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| **EDUCATION AND QUALIFICATIONS:** | |
| **Qualifications Obtained:** |  |
| **Name of College or University:** |  |
| **Please Specify Dates (MM/YY):** | From:  To: |
| **Do you hold Early Years Professional Status?** |  |

**Please give details of any Higher Education and equivalent courses below:**

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| --- | --- | --- | --- | --- |
| **Dates attended from (mm/yyyy)** | **To (mm/yyyy)** | **Name of school/college/other institution** | **Qualifications obtained and grade/level** |  |
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| **EMPLOYMENT HISTORY:**  **Please complete both Present and Previous Position sections IN FULL (Fundamentals will not contact your current employer for a reference until you advise us)** | |
| ***PRESENT POSITION:*** | |
| **Name & address of Nursery/School:** |  |
| **Name of Manager:** |  |
| **Tel No:** |  |
| **Email:** |  |
| **Period Worked (MM/YY)** | From: To: |
| **Job Title:** |  |
| **Ages of children/Room(s) worked in:** |  |
| **Reason for Leaving:** |  |
|  | |
| ***PREVIOUS POSITION:*** | |
| **Name & address of Nursery/School:** |  |
| **Name of Manager:** |  |
| **Tel No:** |  |
| **Email:** |  |
| **Period Worked (MM/YY)** | From: To |
| **Job Title:** |  |
| **Ages of children/Room(s) worked in:** |  |
| **Reason for Leaving:** |  |
|  | |
| ***PREVIOUS POSITION:*** | |
| **Name & address of Nursery/School:** |  |
| **Name of Manager:** |  |
| **Tel No:** |  |
| **Email:** |  |
| **Period Worked (MM/YY)** | From: To |
| **Job Title:** |  |
| **Ages of children/Room(s) worked in:** |  |
| **Reason for Leaving:** |  |

**If more employment history please write on the back page.**

**PERIODS NOT IN EMPLOYMENT OR TRAINING**

**You must account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet of paper if necessary.**

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| **Date** | | **Reason for Periods not in Employment or Training** |
| **From** | **To** |
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**REFEREES**

**Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. References will not be accepted from relatives or from people writing solely in the capacity of friends. It is our policy to take up references prior to interview. If you have any concerns about this please contact us.**

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| --- | --- | --- | --- |
| Reference 1 - Present Employer: | | | |
| Name: |  | Position: |  |
| Address: |  | | |
| Postcode: |  | Telephone: |  |
| Email: |  | | |

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| Reference 2 - | | | |
| Name: |  | Position: |  |
| Address: |  | | |
| Postcode: |  | Telephone: |  |
| Email: |  | | |

**Unless you have otherwise stated, references will be taken up if you have been selected for interview.**

**However if you prefer your references to not be contacted before interview please advise.**

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| **DECLARATION:** |
| I CERTIFY THAT ALL THE INFORMATION IS TRUE AND CORRECT. I AGREE THAT ALL INFORMATION GIVEN TO ME IS CONFIDENTIAL AND I WILL NOT PASS DETAILS OF EMPLOYERS TO OTHER PARTIES.  Signature: Date: |

EQUAL OPPORTUNITIES MONITORING

### PRIVATE AND CONFIDENTIAL

The Nursery is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. The School will ensure that no job applicant or employee receives less favorable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, marital status, sexuality, disability, age, or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.

To ensure equal opportunities policies are being implemented and to comply with legislation please complete the form below and return with your application form. The information will be used for monitoring purposes and will not be available to those involved in the selection process.

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|  | Please complete |
| Post Applied For |  |
| Full Name |  |
| Gender: |  |
| Date of Birth |  |
| Marital Status |  |

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| I would describe my cultural and ethnic origin as:  Please select the appropriate description to indicate your cultural background. | |
| White - British |  |
| White - Irish |  |
| Any Other White Background |  |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any Other Mixed background |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Any Other Asian Background |  |
| Black Caribbean |  |
| Black - African |  |
| Any Other Black Background |  |
| Chinese |  |
| Any Other Ethnic Group |  |

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| The school seeks to make reasonable adjustments to the work environment and work practice in need to promote the employment of people with disabilities. To assist us in fulfilling our obligations under the Equality Act 2010 Act please answer the following questions:  Do you consider you have a disability or impairment?  (If yes, please provide details below) |
| Printed Signature:  Date: |