

Little Gems Nursery: Application Form

We use the details on your completed application form as the sole basis for short listing for interview. To assist you in this process, please read the enclosed guidance notes before completing the form. Curriculum Vitae are not acceptable in place of the application form.

Position applied for:	Interview Date and Time: (for office use only)
Name of project/department and location:	Action: (for office use only)

Personal Information

Surname/Family Name:	Title: (Please specify) e.g. Ms/Mr/Mrs/other
First Name(s):	National Insurance Number:
Previous Surname(s)/Family name(s):	Do you require/hold a UK work permit or visa : <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date of expiry:
Home Address:	Work telephone number: May we contact you at work about your application?:
	Home telephone number:
	Mobile number:
	Email :
Next of Kin:	Work/Home/Mobile:

Education, Qualifications and Training				
Dates (From/To)	Secondary School/Further Education/Professional qualifications and work related training	Qualifications (where applicable)	Subject or training Course outline	Grade Obtained (where applicable)

Work history and record

Starting with the most recent, please give details of your present and previous experience. You should include all types of employment, be that full or part time, permanent or temporary. You may also detail below voluntary work that you have undertaken. If you use additional sheets, please ensure that you put your name and post reference number on the sheet.

Date from/to (month/year)	Name and full address of employer and sector/ nature of business	Post title(s)/Brief outline of duties/job grade	Current salary or final salary and reason for leaving for previous posts

Gaps in work history or experience – Please provide information on any gaps in employment (the information given here will be discussed with you at interview).

From (month/year)	To (month/year)	Reason

Periods of absence

Please give details of any absences from work that have occurred during the last 12 months, excluding statutorily given leave such as maternity, paternity or parental leave:

Sickness: 0 day 1-5 days 6-15 days >15 days

If you wish to comment on a period of sickness absence, please do so here:

Special Leave (please give number of days and reasons for this):

Supporting Statement

Please set out below any further information which you feel supports your application. In particular, you should provide examples to illustrate how you meet the competencies and experience set out in the person specification and job description. The statement should be no longer than 2 sides of an A4 sheet.

References (Please refer to guidance notes before completing)

As an organisation working with children and young people, we require references which cover **at least the last 5 years of your employment**. One reference **must** be your **present or most recent employer**. If this is your first job since leaving full time education, your head-teacher or further education tutor should be given as a referee. We reserve the right to approach **any** current or previous employer or organisation where you have worked in an unpaid capacity, without further notification to you

You may also give details of a personal referee as well.

1. Current/Previous Employer	2. Personal Referee
Name:	Name:
Job Title:	Job Title:
Organisation's Name/Address (in full):	Organisation's Name /Address (in full):
Telephone Number:	Telephone Number:
Email/Fax:	Email/Fax:
Dates of employment: From: To:	Dates of employment: From: To:
In what capacity do you know them?	In what capacity do you know them?

Can we contact your current employer prior to any conditional offer of employment? **(See note below*)**

Yes

No

Employment referees will be requested to provide details on attendance, sickness levels, salary, performance, and, where applicable, reasons for leaving. Where relevant, referees will be asked of their knowledge of your work and suitability to work with children and young people.

Have you applied for this post due to a personal contact within the organisation, e.g. friend? Yes No
If yes, please state the name of the person and their organisational role and post location:

Disability – Little Gems is keen to ensure that those applicants with a disability can fairly access the recruitment and selection process and it could help us at this stage if you can complete the following question. The Disability Discrimination Act 1995 defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’. Do you consider yourself to have or have had a disability?

Yes No If yes, please state:

If you are selected for interview are there any special arrangements we would need to make for you? (If Yes, and you are successful in obtaining an interview, we will contact you to discuss your needs stated)

Yes No If yes, please state

Notice Period: If appointed how soon could you take up your new post:

Declarations

Data Protection

"I give permission for Little Gems to process and hold on computer the information or data I have supplied or referred to on it, including any information that I consider to be sensitive and personal. I understand and agree that this information will also be held on my personal file, if I am appointed."

"I agree that Little Gems may use the information provided in this application form for equality monitoring purposes, compiling statistics, maintaining other employment records and completing statutory returns as required."

References

"I agree that Little Gems may ask my referees for comments on my suitability for the post and in respect of employment referees request details on my attendance, sickness levels, salary, performance, conduct, reasons for leaving and suitability to work with children and young people, where applicable."

Application submission

"In submitting this application form, I confirm that the information I have given is correct and complete and I understand that giving misleading or untruthful statements may result in my dismissal if they become known after my appointment."

Name:

Date:

Signature: