

The information on this application form is held in complete confidence in accordance with our confidentiality policy. We actively promote equal opportunities for children and staff – applicants will be considered on merit only. It is in your interest to thoroughly complete your application, as consideration of the information you provide compared to the job description and person specification will determine your suitability for the post.

POSITION APPLIED FOR

PERSONAL DETAILS

Surname

Forename/s.

Address.

.....

.....

.....

Postcode

Tel no (home)

Tel no (work).

Tel no (mobile)

Email address.

National Insurance No

Date of Birth.

As an organization, we are committed to providing an inclusive and accessible environment and service to all. With this in mind, are there any support or access requirements for us to be aware of to best support you throughout the recruitment process?

YES NO

If you have selected yes, we will communicate with you directly to explore reasonable adjustments. Please select your preferred method of contact -

Phone call / Email

PERSONAL DETAILS

Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996?
(Please tick) **YES / NO**

NOTE: Before any contract of employment can be offered to anyone subject to immigration control we are required to check and copy certain documents under Section 8 of the Asylum and Immigration Act 1996 as amended.

AVAILABILITY FOR WORK

If currently employed, how much notice will you have to give your current employer?
.....

Is there any other reason why you would not be able to start work immediately if you were offered the job you have applied for?

(Please tick) **YES / NO**

If yes, please give details:

.....

.....

.....

.....

FORMAL EDUCATION (SCHOOL & FURTHER EDUCATION)

DATES		SCHOOL / COLLEGE / UNIVERSITY	SUBJECTS	QUALIFICATIONS GAINED
FROM	TO			

OTHER TRAINING (other learning opportunities used to advance your development)

DATES		TRAINING ESTABLISHMENTS	SUBJECTS	QUALIFICATIONS GAINED
FROM	TO			

If invited to interview you will need to bring the originals as well as proof of your legal right to work in the UK i.e. a British Passport or a full birth certificate and a document giving the your permanent National Insurance Number and name.

REFERENCES

Please give below the names, addresses, email address and telephone numbers and status of two referees; one of which should be your most recent employer/course tutor and the other should give you a personal reference but please remember that your referees should not be related to you, have known you for a minimum of two years, not work or be a parent at Sunny Day Nurseries, and be aware that you have given their name as a referee.

1.	
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2.	
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EMPLOYMENT RECORD

Please list your complete employment history, starting with your current (or most recent post).

DATES		EMPLOYER / ORGANISATION	JOB TITLE & RESPONSIBILITIES	SALARY	REASONS FOR LEAVING
FROM	TO				

SUITABILITY AND DISQUALIFICATION

(please tick yes / no for all questions)

- | | | | | | |
|--|------------|-----------|---|------------|-----------|
| 1. Have you ever had an order made against you removing any child from your care? | YES | NO | 7. Have you ever been involved as an owner or manager of a voluntary or registered home, or adults or children, whose registration has been refused or cancelled? | YES | NO |
| 2. Have you ever had registration as a childminder refused or cancelled? | YES | NO | 8. Have you ever had a financial interest in a voluntary or registered home, for adults for children, whose registration has been refused or cancelled? | YES | NO |
| 3. Have you ever had a registration as a day-care provider for children under 8 refused or cancelled? | YES | NO | 9. Have you ever been referred to the Protection of Children Act List? | YES | NO |
| 4. Have you ever had a financial interest in a registered day-care provision for children under 8 that was refused or cancelled? | YES | NO | 10. Have you ever been referred to the Department for Education and Skills' List 99? | YES | NO |
| 5. Have you ever had a child taken into care or been made a ward of court? | YES | NO | 11. Have you ever been disqualified from registration? | YES | NO |
| 6. Have you ever been disqualified or prevented from being a foster parent? | YES | NO | 12. Do you live in the same household as another person who is disqualified from registration or do you live in the same household where a disqualified person is employed? | YES | NO |

If you have answered 'yes' to questions 1-10, please provide details below: (attach an additional sheet of paper, if necessary making sure your full name and the name of the day-care setting are on the sheet).

QUESTION NO.	DATE	CIRCUMSTANCES & OUTCOME	LOCAL AUTHORITY	SOCIAL SERVICES

CRIMINAL RECORD

(please tick yes / no for all questions)

13. Have you ever been convicted of any criminal offences? **YES** **NO**

Please note that exemption under the Rehabilitation of Offenders Act 1974 does not apply. You must include details of spent convictions, including those relating to juvenile offences. If you have answered 'yes', please supply details: (attach an additional sheet of paper, if necessary making sure your full name and the name of the day-care setting are on the sheet).

14. Have you obtained an Enhanced Criminal Records Disclosure Notice in the last three years from the Disclosure and Barring Service (DBS)? **YES** **NO**

15. Have you had a police check carried out in the last three years? **YES** **NO**

16. Do you know of any other circumstances that might affect your suitability to work or be in contact with children under the age of 8? **YES** **NO**

If yes, please give details:

DATE	DETAILS OF OFFENCE (including the nature of the offence and where it occurred)	COURT	PENALTY

STATEMENT OF TRUTH

I certify that to the best of my knowledge this application is a true and accurate record and can be treated as part of any subsequent contract of employment. I have not withheld any information or facts that may prejudice my application. Any false statement will be sufficient cause for rejection or; if employed, dismissal. I have no objection to my details being held on computer records and utilised by Sunny Day Nurser-ies in pursuit of its legitimate business (your consent under the Data Protection Act 1998). If you are successful in your application this form and the information in it will be retained in your HR file for such time as you are an employee of Sunny Day Nurseries Limited and for up to 6 years after the end of your employment. Otherwise this form will only be retained by Sunny Day Nurseries Limited for so long as it is required in connection with your application. I give my permission for my previous employer(s) and any references given to be contacted.

I understand that my application is subject to a satisfactory DWP and Disclosure and Barring (The Rehabilitation of Offenders Act 1974) check.*

SIGNATURE **DATE**

* For the purposes of the WPI/ Disclosure and Barring check you will be asked to produce your birth certificate and marriage certificate (if applicable) – this will be arranged with you directly. During your DBS check you are advised to register with the DBS update service. To comply with our duty to ensure that anyone we employ is entitled to work (i.e. EU members and/or those with work permits only) we also reserve the right to ask for passports, documentation from the Home Office and driving licences to confirm identity.

Additional information you wish to share to support your application:

ADDITIONAL NOTES

1. As an organisation using the Disclosure and Barring Scheme to assess applicants' suitability for positions of trust, Sunny Day Nurseries Limited complies fully with the Disclosure and Barring Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. **Having a criminal record will not necessarily bar a person from working with us.** This will depend on the nature of the position and the circumstances and background of the offences.
2. It is an offence, under section 76, Childcare Act 2006 to provide early years provision if disqualified or be involved in the direct management of such provision if disqualified or to knowingly employ a disqualified person to work with children. Furthermore if a member of staff is living in a household with someone who is disqualified from working with children then they too are disqualified from working with children by association. This applies to household members including partners, children including foster children, house share colleagues and lodgers.



Sunny Day Nurseries Ltd, Middle Farm Barns, Middle Farm Way, Poundbury, Dorchester DT1 3WA