

Application for Employment

Post applied for:

First Name

Surname

Address

Post Code

Home Tel

Mobile

Email address

Present (or most recent) Employment

Company name

Employer's address

Post Code

Start Date

Leaving date

Position/Title

Salary on leaving

Reason for leaving

Description of duties

Did your role include any of the following (please tick)?

- | | | |
|--|--|---|
| <input type="checkbox"/> Supervising staff | <input type="checkbox"/> Child observations | <input type="checkbox"/> Key worker for children |
| <input type="checkbox"/> Management responsibilities | <input type="checkbox"/> Planning activities for children | <input type="checkbox"/> Cooking / preparing food |
| <input type="checkbox"/> Computer work / IT | <input type="checkbox"/> Carrying out activities with children | <input type="checkbox"/> Work with babies (under 1yr) |
| <input type="checkbox"/> Office based time% per week | <input type="checkbox"/> Assessing childrens learning | <input type="checkbox"/> Working with children with SEN |

Previous Employment (most recent job first)

<u>From</u>	<u>To</u>	<u>Employer</u>	<u>Description of main duties</u>	<u>Reason for leaving</u>

Please cover at least a 5 year period and continue on plain paper if necessary.

Training & Qualifications

Please list training courses you have attended & qualifications you have gained. Proof of qualifications will be required on appointment

<u>Date</u>	<u>Qualifications held / Completed training course</u>

In the last 3 years, have you held?

- Paediatric First Aid Food Hygiene Safeguarding Managing Childrens behaviour CRB

Referees

Please state 2 referees to support your application. They must have known you for 2 years. One must be your current/most recent employer

Name

Job title

Company

Address

Post code

Tel

Name

Job title

Company

Address

Post Code

Tel

May we contact, prior to job offer? Yes No

May we contact, prior to job offer? Yes No

Further information to support your application

You should demonstrate how you meet the requirements of the advertised job. Your knowledge, skills & or abilities may have been gained in a number of ways, e.g. work experience, hobbies, domestic circumstances, or as a volunteer. Continue on separate sheet(s) if necessary.

Declaration & Consent

Any appointment will be made on the basis that the information given on this form is true & correct. Failure to disclose information, or giving incorrect information, may result in an offer of employment being withdrawn, on in disciplinary action or dismissal at a later date.

I (insert name) certify that I have read and understood the above and that the information I

have given is true and correct, signed: Dated:

Equal opportunities Questionnaire

Ethnic origin

WHITE

British

Irish

Any other white background.....

MIXED

White & black Carribean

White & black African

White & Asian

Any other mixed background.....

CHINESE / OTHER ETHNIC GROUP

Chinese

Any other.....

ASIAN OR ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Any other Asian background.....

BLACK OR BLACK BRITISH

Carribean

African

Any other black background.....

Gender Male Female

Do you have a disability? Yes No

Do you have an illness or medical condition we should be aware of that may affect you at work? Yes No

Please return your completed application form to:
 Claire Richmond, The Manager, Goslings Day Nurseries Ltd, 24 Park Road, Coventry, CV1 2LD