

# Jubilee Gems Nursery

## Staff Application Form

Position applied for: \_\_\_\_\_

### Personal Details

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

Home Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Disclosure and Barring Service

Do you have a current DBS Disclosure?  Yes  No

Is your DBS portable (are you signed up to the update service)?  Yes  No

Have you ever been convicted of a criminal offence?  Yes  No

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence?  Yes  No

Has anyone you live with or that you are associated with been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence?  Yes  No

If **'Yes'** to any of the above, please provide details on a separate sheet of paper and send this in a sealed envelope marked **'CONFIDENTIAL'** together with your Application Form. Additional Sheet provided at back of form.

## Staff Suitability

Have you ever been part of a disciplinary procedure linked to safeguarding or that called into question your suitability to care for children?

Yes  No

If **'Yes'** to the above question, please provide details on the additional sheet of paper and send this in a sealed envelope marked **'CONFIDENTIAL'** together with your Application Form.

## Health and Disability

The following question on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

Do you have any health issues or a disability relevant to the role you seek?

Yes  No

If **'Yes'** to the above question, please provide details on the additional sheet of paper and send this in a sealed envelope marked **'CONFIDENTIAL'** together with your Application Form.

## Previous Employment

Please give details of all previous employment including temporary or voluntary work, starting with your most recent employment after your current position. Please also include periods of non-employment and reasons for this i.e. childcare, study, unemployed etc. to ensure that all gaps in employment are accounted for.

1. Name of current employer: \_\_\_\_\_

Job title: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Name of employer: \_\_\_\_\_

Job title: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Name of employer:

\_\_\_\_\_

Job title: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

(Please continue on additional sheet provided at back of form if necessary)

## Education

Please give details of any education received in this country, or abroad, along with the level of your qualification obtained and the dates of attendance.

1. School/Establishment:

\_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Course Title/Subjects and Qualifications:

2. School/Establishment:

\_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Course Title/Subjects and Qualifications:

3. School/Establishment: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Course Title/Subjects and Qualifications:

### Professional and Vocational Training

Please give details of any relevant training & development received in this country, or abroad, along with the level of your qualification obtained and the dates of attendance.

1. School/Establishment: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Course Title/Subjects

2. School/Establishment: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Course Title/Subjects

## Supporting Information, Experience and Relevant Skills

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Using the Job Description and Person Specification please give details of how you meet the requirements of this role (please continue on additional sheet provided at back of form if necessary).

Are there any special arrangements you might require to attend an interview?

Yes  No

If **'Yes'** please give details:

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## References

Please nominate two people who we may contact for a reference. One of which should be your present/most recent employer or school/college. If your most recent employment does not involve working with children, then your second referee should be from an employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. Please note, references will not be taken up until an offer of employment has been made.

1. Name: \_\_\_\_\_ Their Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address:

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Postcode: \_\_\_\_\_

Your relationship to them: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

2.

Name: \_\_\_\_\_

Their Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Your relationship to them: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Do you give your permission for Jubilee to contact your referees before you receive your job offer?**

Yes  No

Please ensure all contact details are complete and accurate

**\*For Office Use Only\***

Date requested: \_\_\_\_\_ Date received: \_\_\_\_\_

Date requested: \_\_\_\_\_ Date received: \_\_\_\_\_

- It is Jubilee Day Nursery's policy to employ people who best meet the requirements of our positions and to provide equality of opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their age, disability, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or beliefs. All new posts within the nursery are subject to a probationary period.
- Jubilee Day Nursery is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- If your application is successful, Jubilee Day Nursery will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after six months.

## Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge. I consent to this information being held on file under the terms of the Data Protection Act 1998.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to Jubilee Day Nursery processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to Jubilee Day Nursery making contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.
- I consent to Jubilee Day Nursery making direct contact with all people specified as my referees to verify the reference.
- I understand that if my application is successful I will be required to complete a medical questionnaire appropriate to the role.
- I declare that I am not disqualified from working with children either personally or by association, or subject to sanctions imposed by a regulatory or professional body e.g. Ofsted, The General Social Care Council (GSCC) or General Medical Council (GMC).
- I understand that should I be the successful applicant, I will be required to undergo an enhanced DBS check.

Please tell us where you saw this position advertised: \_\_\_\_\_

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**Signature:**

**Date:**

Please return your completed Application Form, marked **Private & Confidential** to:

Josie Robinson, Jubilee Admin, Archway House, A4 Bath Road, Padworth, Berkshire, RG7 5HR.

**Or** scan and email it into Josie at [info@jubileedaynursery.co.uk](mailto:info@jubileedaynursery.co.uk)

Additional