**APPLICATION FORM.**

|  |  |
| --- | --- |
| **PRIVATE & CONFIDENTIAL** | |
| Applications are invited from women & men from all sections of the community irrespective of their marital status, disability, race, colour, nationality, ethnic, national origins, or religion who have the necessary attributes to carry out the job. | |
| Post applied for: |  |
| Company name: | Playsafe Nurseries LTD |
| Full name: |  |
| Email address |  |
| Address:  Postcode: |  |
| Telephone No: |  |
| Date of birth: |  |
| Nationality: |  |
| National Insurance No |  |
| Do you have permission to work in this country? | YES NO |
| Do you have clean driving licence? Yes No | |
| Do you have any previous convictions or cautions? If yes, please give details | |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | | | |
| Please give details of the educational qualifications you have achieved with dates. Please indicate level such as GCSE or O level. | | | |
| DATES | SUBJECT | LEVEL | GRADE |
|  |  |  |  |

|  |  |
| --- | --- |
| **PROFESSIONAL QUALIFICATIONS such as NNEB, NVQ2, first aid etc.** | |
| QUALIFICATION | DATE: |
|  |  |

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS CURRENTLY UNDERTAKING.** | | |
| Qualification | | Exam date. |
|  | |  |
| **RELEVANT TRAINING COURSES UNDERTAKEN. Such as birth to three, foundation, SEN etc..** | | |
| Course title. | Duration. (1 week, 1 day etc) | Date. |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WORK HISTORY** | | | | | | |
| Present employer. | | | | | | |
| Full name and address of employer. | Current position | | Date started | | Notice to leave. | |
|  |  | |  | |  | |
| Previous employment. | | | | | | |
| Full name & address of employer | Position held | Date started | | Date finished | | Reason for leaving. |
|  |  |  | |  | |  |

|  |
| --- |
| **FURTHER INFORMATION. (Continue on another sheet if necessary)** |
| Please indicate your reasons for applying for the post. You are also invited to give here any additional information, which you wish to have taken into account in support of your application. List any hobbies, interests, memberships of organisations etc. |

|  |  |
| --- | --- |
| **REFERENCES** | |
| Please give names, addresses, email addresses and telephone numbers of two referees one of whom should be your present or most recent employer. References will be contacted prior to interview, if you would not like us to contact your present employer then please state why and provide another reference. | |
| 1.  Email address:  Phone number: | 2.  Email address:  Phone Number: |
| Please state where you saw the position advertised? | |
| **DECLARATION:** | |
| Please read the following notes carefully.   1. I acknowledge that an appointment if offered will be subject to satisfactory medical clearance. Currently I am in good health. 2. I declare that I have not been convicted of any criminal offence spent or otherwise (the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974). Any convictions are to be declared on a separate piece of paper, placed in a sealed envelope and attached to the application form. 3. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate mistakes will be regarded as grounds for dismissal/disciplinary action being taken should any discrepancy come to light. 4. I understand that because the nature of the post involves substantial access to children, any offer of employment will be subject to a police check.   SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Please return this form to:**

**Jennie and Kelly**

### Management Team

**Playsafe Nurseries Ltd.**

**Head Office: Wells House Kindergarten**

**Ringley Road, Stoneclough, Radcliffe, Manchester. M26 1FS**

Telephone: 01204 571777

Email: enquiries@wells-house.co.uk