

Vacancy title:	
Please tell us how you heard about this vacancy:	

Personal details

Last name: First name:

Address:

Postcode:

Languages:

Date of Birth

Primary Contact No. Alternative Contact No.

E-mail address:

National Insurance No.

Preferred hours

Please tick

Full-time

Part-time

Qualifications

Relevant Qualifications	
Highest Level of Education	
Training courses completed	

Employment history

Current or most recent employer

Name of employer:

Address:

Position held:

Dates of employment:

From:

To:

How many days of absence have you had in the last year?

Previous employer

Name of employer:

Address:

Position held:

Dates of employment:

From:

To:

Previous employer

Name of employer:

Address:

Position held:

Dates of employment:

From:

To:

If appointed, when could you start? Give a period of notice if applicable

Please describe below why you would be the best person for this role. Please refer to any relevant experience, achievements, or training.

Convictions/ Disqualifications

A criminal record will not necessarily be a bar to obtaining a position at Kensal House Nursery. If a check is returned and reveals any information, this will be discussed with the applicant.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement:-

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).

CRB & DBS Checks

Have you previously undergone a successful Police Check / CRB Check / DBS Check?

Yes No

If you are registered with the DBS Update Service please enter your DBS Update Service ID here:

Reasonable adjustments/Arrangements for interview

Do you require any reasonable adjustments for the interview. YES/NO

If "yes" please use the space below to tell us what these are?

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Right to Work

Are you subject to any conditions relating to your employment in this country? YES/NO

If "yes" please use the space below to tell us what these are?

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References

Please give the details of two references

One of these should be your most recent employer wherever possible.

Name of referee and relationship to you:

Email:

Contact number:

Permission to contact?

Now		On offer of employment	

Name of referee and relationship to you:

Email:

Contact number:

Permission to contact?

Now		On offer of employment	

Declaration

Statement to be signed by the applicant.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Kensal House Nursery can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with GDPR and the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed		Dated:	
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Personnel monitoring information

Kensal House Nursery is committed to Equal Opportunities. The information you provide will be treated in the strictest of confidence and will be used only for statistical monitoring. The following information WILL NOT be used as part of the interview selection process.

Please tick the appropriate circle.

1. Gender: Female Male

2. Ethnic Origin:

- White Bangladeshi Black Caribbean Chinese
 Turkish Black African Turkish Cypriot Indian
 Vietnamese Pakistani Irish
 Other (Please specify)

3. Disability:

Do you consider yourself disabled? Yes No

If yes, please state the nature of your disability:

If registered disabled, please give number:

4. Where did you see the post advertised/how did you hear about the vacancy?