



Independent Nursery & Pre-School

APPLICATION FORM FOR EMPLOYMENT

POSITION APPLIED FOR		
Permanent Full Time <input type="checkbox"/>	Permanent Part Time <input type="checkbox"/>	Bank/Cover <input type="checkbox"/>
Where did you hear about this vacancy?		
When would you be able to begin work?		

PERSONAL DETAILS		
Surname/ Family Name:	First Name(s):	Title: (Optional)
Previous Surname(s):	Known as:	Date of Birth: (Optional)
Permanent Address:	Home Tel No:	
	Work Tel No:	
	Mobile No:	
Post Code:	Email Address:	
Do you have a full current driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is it free of endorsements? YES <input type="checkbox"/> NO <input type="checkbox"/>	
How will you travel to work?	Have you previously worked for us? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, when and in what capacity?	
Have you a contact or are you related to any person employed at Cranbrook? If so, please provide details.	Was this position recommended to you by a Cranbrook employee? If so, please state their name.	

National Insurance No:

CAREER HISTORY – Current or most recent position	
Employer and Address :	Position held:
Basic salary £..... per annum Hourly rate £.....	Start date: _____ Leave date: _____ Reasons for leaving: Notice period:
Brief description of current duties	

OTHER EMPLOYMENT/WORK EXPERIENCE				
<ul style="list-style-type: none"> • Please give details below of all your other employment or work experience, starting with the most recent placement/employer • Include voluntary and unpaid work experience • Indicate reasons for any substantial gaps in employment and full time study 				
Name of employer	Post held	Reason for leaving	Dates	
			From	To

EDUCATION AND QUALIFICATIONS – (including part time) Secondary/Further/Higher					
Name of establishment and the town in which it is located	From	To	Qualification	Date	Grade/Result

REFERENCES	
It is necessary for you to provide the details of all referees covering the last two years of your employment and/or education history.	
Work	All employment within the past 24 months, including your current or last employer. We may contact previous employment referees before an offer is made but will NOT contact your current employer until any offer of employment has been made and subsequently accepted by you.
Self Employment	Please provide the name and address of a bank, accountant or solicitor who can confirm that they dealt with you during this period.
Unemployment	We will require the address of the benefits office that you have been dealing with during this period.
Education	The name and address of a relevant tutor who has had regular contact with you during your studies and who can confirm these details.
Personal	We require the name and home address of 1 personal referee. This referee must be a friend. Family members, tutors, employers and colleagues are not acceptable. In addition, they must have known you for a minimum of 2 years.
Travelling	If you have been travelling or not working for any other reason (apart from those which fall into one of the categories above) during the past 24 months, please give exact dates of the travel period. This would also need to be confirmed by one of your personal referees.

Prior to providing their details, it is important that you check with each named referee to ensure that they are willing to fulfill our request in providing us with a reference.

REFEREE

First Name: _____ Surname: _____
Position: _____
Company/College Name: _____ From: _____ until: _____
Address: _____
Post Code: _____ Email Address: _____
Tel No: _____

REFEREE

First Name: _____ Surname: _____
Position: _____
Company/College Name: _____ From: _____ until: _____
Address: _____
Post Code: _____ Email Address: _____
Tel No: _____

REFEREE

First Name: _____ Surname: _____
Position: _____
Company/College Name: _____ From: _____ until: _____
Address: _____
Post Code: _____ Email Address: _____
Tel No: _____

DISCLOSURE OF CRIMINAL CONVICTIONS

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence or sentence had never occurred, This is referred to as a spent conviction.

The job for which you are applying is one of those which is exempt from the provision of the Rehabilitation of Offenders Act 1974 in relation to spent convictions. **You must therefore disclose whether you have any previous convictions, whether or not they are spent.** However you should note that only convictions that are relevant to the job in question will be taken into account.

Do you have any criminal convictions (whether spent or unspent), cautions, reprimands, final warnings or prosecutions pending?

YES

NO

If yes, please state:

If you do not disclose any convictions you have it will lead to your application being rejected, or, if you are appointed, will lead later to your dismissal. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability. Any information that you provide will remain in strict confidence and will be used only in respect of your application for the job.

CRIMINAL RECORDS BUREAU (CRB) DISCLOSURE

Successful applicants will be required to apply for an enhanced Criminal Record Check from the Criminal Records Bureau.

ASYLUM AND IMMIGRATION ACT 1996

You are required by law to provide proof of your eligibility to work in the UK prior to an offer of employment from Cranbrook Independent Nursery & Pre-School.

Acceptable documentation is as follows:

- EU Passport
- UK birth certificate with proof of National Insurance number
- Passport including relevant visa/stamps to work/remain in the UK

You will be required to provide this documentation if you are selected for interview. Are you able to do this?

WHY YOU FOR THIS ROLE?

- Please explain why you have applied for this role within Cranbrook
- Provide examples of the attributes you possess which are relevant to the role that you have applied for.
- Outline the skills and experience you have gained through your paid employment and other work activities and interests and which are relevant to your application
- We want to know why you are the right candidate for this role, what you can bring Cranbrook and what we might offer you.

Please continue on a separate sheet if necessary and tick the box to inform us of this.

DECLARATION

I certify that the information I have provided on this form is true. I understand that if I give false information or withhold relevant information, it could result in my application being disqualified and could lead to my dismissal, if appointed. I understand that a Criminal Records Bureau Check will be carried out.

Signature:

Date:

Please return this form to: HR Administrator, Cranbrook Independent Nursery & Pre-School, Administration Office, Antlands Lane East, Shipley Bridge, Horley, Surrey, RH6 9TE.

All information will be maintained as **CONFIDENTIAL**.

01/2011