

**APPLICATION FORM - CONFIDENTIAL**

The information on this application form will be used to evaluate your suitability for employment with Bright Stars Childcare and Education Ltd.

**Bright Stars Childcare and Education Ltd are committed to safeguarding and promoting the welfare of children and expects all staff, students and volunteers to share this commitment.**

**Position Applied for:**

**Setting:**

1. **Personal Information:**

|  |  |  |
| --- | --- | --- |
| **Forename/s** | **Surname** | **D.O.B** |
|  |  |  |
| **Preferred title (Mr, Mrs etc.)** | **Known as** | |
| **Home Address**  **Postcode** | **Home telephone number** | |
| **Mobile telephone number** | |
| **Email address** | |

1. **Education and Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **(From/To)** | **Secondary**  **School/college/university/training**  **organisations** | **Qualifications** | **Subject** | **Grade**  **Obtained** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Employment history**

Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment; travel etc. in the space provided so there are no gaps in the record. (If you have additional previous employment, please give details on a separate sheet using the same format).

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**  **From/to**  **(month/year)** | **Employers name and address and nature of business** | **Job title and brief description of duties** | **Current salary or final salary (for last post) and reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Gaps in your employment-**Please provide information regarding any gaps in employment.

|  |  |  |
| --- | --- | --- |
| **From (month/year)** | **To (month/year)** | **Reason** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Relevant Experience**

|  |
| --- |
| Please tell us about any relevant skills or experiences that may support your application |

1. **References**

Please supply the name and contact details of at least two referees who can comment on your suitability for this position. You may also provide the name of a personal referee in addition to your employment references if you wish.

Please note that we will contact these referees if you are short listed for this this post as part of the interview process and prior to any offer of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Employer** | | **Previous Employer** | |
| **Name** |  | **Name** |  |
| **Job title** |  | **Job title** |  |
| **Organisation** |  | **Organisation** |  |
| **Address in full** |  | **Address in full** |  |
| **Tel Number** |  | **Tel Number** |  |
| **Email** |  | **Email** |  |
| **In what capacity do you know them?** |  | **In what capacity do you know them?** |  |

**Please continue with references on a separate sheet if necessary**.

1. **Notice Period**

If appointed please let us know your current notice period:

1. **Support and assistance**

We aim to ensure that our recruitment process is flexible and supportive to individual needs. Please contact Bright Stars Childcare and Education Ltd if you need any assistance in completing the application form, or if you need information in an alternative format. If you are invited for an interview, you can indicate if you need any assistance or reasonable adjustments in order to attend and wherever possible we will make the necessary arrangements.

**9. Health**

|  |
| --- |
| Please list below any health related issues or medical conditions that we may need to be aware of. (If successful with the post, you will be required to complete a Health Declaration as part of our Induction process) |

**10. Criminal Records, Disqualification and Declaration**

Are you subject to any current disciplinary action or legal proceedings?

|  |  |  |
| --- | --- | --- |
| YES | No | If YES please give details |
|  |  |  |

Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police. (‘Spent’ or ‘unspent’)?

|  |  |  |
| --- | --- | --- |
| Yes | No | If YES please give details of all offences, penalties and dates |
|  |  |  |

Are you disqualified from working with children or vulnerable adults? ……………

**Please note that if your application is successful, you will be required to obtain a ‘Disclosure’ from the DBS. Employment will be conditional upon the results of the ‘Disclosure’ obtained which will indicate your suitability to work with children.**

**11. Signed Declaration**

I confirm that the information I have given is correct and complete and that any false statements or omissions may result in dismissal without notice.

Signed Dated

Please return the completed application form to the address below. Please note if you are returning the application form via email attachment a hand written signature will be obtained as part of the interview process.

The Manager

Bright Stars Nursery

C/o The White Horse Children’s Centre

Eden Vale Road

Westbury

Wiltshire

BA13 3NY

Tel: 01373 827076