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Tiny Steps Nursery is an Equal Opportunities Employer

APPLICATION FOR EMPLOYMENT

Private and Confidential

Please complete in block capitals

Position applied for

FOR THIS POSITION A DISCLOSURE FROM THE CRB WILL BE REQUIRED

A. PERSONAL DETAILS

FULL NAME: MR/MRS/MISS/MS

ADDRESS:

TELEPHONE (including code)

HOME:

WORK:

MOBILE:

Tick box if you do not wish
to be contacted at work

PLACE OF BIRTH

B. EDUCATION AND QUALIFICATIONS

SCHOOL	DATES	EXAM	SUBJECT	GRADE

UNIVERSITY/COLLEGE	DATES	EXAM	SUBJECT	GRADE

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

C. EMPLOYMENT HISTORY

Please list in reverse order all the organisations for which you have worked

NAME AND ADDRESS OF EMPLOYER	DATES	POSITION HELD	SALARY	REASON FOR LEAVING

D. HEALTH

ARE YOU IN GOOD HEALTH? If no, please give further information	YES/NO
HAVE YOU EVER SUFFERED FROM A SERIOUS ILLNESS OR MAJOR OPERATION? If yes, please give details	YES/NO
ARE YOU PREPARED TO UNDERGO A MEDICAL EXAMINATION PRIOR TO APPOINTMENT?	YES/NO

E. SUPPLEMENTARY INFORMATION

HAVE YOU EVER WORKED FOR THIS COMPANY BEFORE? YES/NO

If yes, please give details and reason for leaving

HOW MUCH NOTICE ARE YOU REQUIRED TO GIVE TO LEAVE YOUR PRESENT EMPLOYMENT?

DO YOU HAVE A CURRENT FULL DRIVING LICENCE?

DOES YOUR LICENCE HAVE ANY ENDORSEMENTS?

IF YES, PLEASE GIVE FURTHER INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? (which is not a spent conviction under the Rehabilitation of Offenders Legislation) YES/NO

If yes, please give further information

DO YOU HAVE ANY COMMITMENTS WHICH MIGHT LIMIT YOUR WORKING HOURS? YES/NO

If yes, please give further information

ARE YOU SUBJECT TO ANY RESTRAINTS ON YOUR CURRENT OR FUTURE EMPLOYMENT?

ARE YOU WILLING TO WORK OVERTIME AND WEEKENDS WHEN REQUIRED? YES/NO

HOLIDAYS ARRANGED:

SALARY RANGE EXPECTED:

WHERE DID YOU HEAR OF THIS VACANCY?

F. ABOUT YOU

PLEASE GIVE DETAILS OF ANY SKILLS, EXPERIENCE OR ACHIEVEMENTS WHICH MAY BE RELEVANT IN YOUR APPLICATION FOR EMPLOYMENT

G. REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this post.

NOTE: One of these should be a previous employer

NAME, ADDRESS AND OCCUPATION	NAME, ADDRESS AND OCCUPATION
<input data-bbox="708 685 780 741" type="checkbox"/>	<input data-bbox="1370 685 1442 741" type="checkbox"/>

Please tick in the box if you do not wish this referee to be contacted before an offer of employment is made.

<p>If called for interview, are there any special arrangements we would need to make to assist your attendance? If yes, please give further information:</p>	YES/NO
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DECLARATION OF APPLICANT

<p>I confirm the above information is correct.</p> <p>I understand that false information or deliberate omission will disqualify me from employment or may render me liable for dismissal.</p> <p>I understand a Disclosure from the CRB will be required for this position.</p> <p>I consent to the Company processing the information I have provided on this form for the purpose of recruitment and I understand that it will be retained for as long as is necessary for the Company to comply with it's statutory obligations.</p> <p>Signed: Date:</p>



Name

Position applied for

Date

Please answer the following question and enclose with your returned application form

What would you want to see, hear and feel in the Nursery that would convince you that good practice was taking place?