

# Application form



Position applied for:

Full time  Part time



## Personal information

Title:

First Name:

Surname:

Address:

  
  

Postcode:

Telephone number:

Date of birth:

 /  / 

National Insurance number:



## Education

Please give details of all schools attended from age 11, dates, subjects and examination results.

Schools	Dates		Examinations	Results
	From	To		



## Further education

Please give details of further education including, dates, type of training and qualifications.

University or college attended	Dates		Training	Qualifications
	From	To		

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## Current employment

Present Employer:

Job title:

Type of business:

Address:

Starting date:  /  /  Leaving date:  /  /

Starting Salary: £  Current/finishing salary: £

Reason for leaving:

Duties/responsibilities:



## Previous employment

Employer:

Job title:

Type of business:

Address:

Starting date:  /  /  Leaving date:  /  /

Starting Salary: £  Finishing salary: £

Reason for leaving:

Duties/responsibilities:

Employer:

Job title:

Type of business:

Address:

Starting date:  /  /  Leaving date:  /  /

Starting Salary: £  Finishing salary: £

Reason for leaving:

Duties/responsibilities:

If you need more space please provide other details of employment on an additional piece of paper.

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## Community/volunteer experience

Organisation:

Position/title:

Starting date:  /  /  Leaving date:  /  /

Duties:



## References

Please provide contact details of three references.  
These should include your current employer or someone who can give a professional testimony to your ability to work in a nursery environment.

1. Name:

Address:

Occupation:

Telephone Number:

2. Name:

Address:

Occupation:

Telephone Number:

3. Name:

Address:

Occupation:

Telephone Number:

If offered this position will you continue to work in any other capacity?  Yes  No

What has been your most interesting job and why?

Additional information that you feel is relevant to this application:

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## Interests/hobbies

Give details of pastimes, sports, etc



## Additional personal information

Are you in good health?  Yes  No

Are there any disabilities, which may affect your application?  Yes  No

Describe disabilities and

- a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job.  
b) Any reasonable adjustments that you feel should be made to the job itself that would enable you to carry out the job.

Do you:

Own a car?  Yes  No

Have a current driving license?  Yes  No

Have any endorsements?  Yes  No

Are you a smoker?  Yes  No

Do you speak or read a foreign language?  Yes  No

Have you had a fit person check carried out by the Scottish Criminal Records Office within the last 2 years?  Yes  No

Details:



## Equal opportunities

Applicants are requested to tick the relevant boxes to enable the company to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential.

Are you:  Male  Female

Ethnic group:

White  Black-Caribbean  Black-African  Black-Other  Indian  Pakistani  Bangladeshi  Chinese

Other – please specify

Do you need a work permit to work in the UK?  Yes  No

### Recruitment policy

*It is the company's policy to employ the best-qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, marital status or disability. I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company referees from any liability caused by giving and receiving information.*

*Declaration: I confirm that the information given on this application is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.*

Signed:

Date: