



Cockney Hill, Tilehurst, Reading, RG30 4EX
Telephone 0118 950 0915 / 0118 959 8252
www.dickorydocksdaysnursery.co.uk

Employment Application Form

APPLICATION FORM

It is important that you type or write legibly using black ink when completing the form as it will be photocopied. You may supply additional material if relevant but unfortunately it is not sufficient to only send a copy of your Curriculum Vitae. Applications should be returned to the above address.

Post applied for

PERSONAL DETAILS

Surname: Title (Mr/Mrs/Miss/Ms).....

Forename(s): Previous name(s):

Home Address (including
postcode):

.....

Tel no..... Mobile no.

Work Address (including
postcode):

.....

Tel no..... Email (work/home).....

May we contact you by telephone or email at work? (Please tick as appropriate)

Period of notice in present post:

National Insurance no: Date of Birth (optional).....

Do you need permission to work in the UK? Yes/No Driving License:

Are you in good health? Yes/No. If not, please state the

reason(s):

How many days sickness absence have you taken in the last two years?.

Dickory Docks Educational Day Nursery

If an offer of employment is made, you may be required to complete a medical questionnaire which would be sent direct to our occupational health department.

Do you know of anyone or are related to anyone who is currently employed by the Nursery?

.....

Please give your present/last salary and details of any additional overtime or allowances payable:

£..... (per week/month/year)

Please note: salary details of appointee may be verified.

REFERENCES

Please provide the names and addresses of two referees (one of whom should normally be your manager/supervisor at your current workplace). Relatives may not be given as referees.

1..... 2.....

.....

.....

Tel no: Tel no:

Fax no: Fax no:

Email address: Email address:

Job title of referee: Job title of referee:

Relationship to you: Relationship to you:

If you are short listed, references may be taken up prior to interview.

Please tick if you do not wish us to contact your current employer prior to interview.

Have you ever been convicted of a criminal offence? Yes/No

Please note: All staff will be referred to the Disclosure and Barring Service (DBS). Any job offered will be immediately terminated if any relevant information is indicated by the DBS.

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EDUCATION AND QUALIFICATIONS (please start with most recent)

Secondary School/College/University	Examinations passed	From (mth/yr)	To (mth/yr)	Grades

CURRENT AND PREVIOUS APPOINTMENTS (please start with most recent)

Employer's name, address and type of business	Positions held (briefly describe duties)	From (mth/yr) To (mth/yr)	Reason for leaving

Personal statement

Using the person specification that was enclosed in the application pack, please demonstrate by using examples your suitability for the post you are applying for.

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DATA PROTECTION STATEMENT: I consent to this information being processed and stored, by means of a computer database, or otherwise, for the purpose of employment at The Willows Day Nursery, Birmingham and analysis of the Company’s Equal Opportunities policy.

DECLARATION: I confirm that:

- All information in this form is complete and correct.
- I have seen the Equal Opportunities statement.
- I am not banned from working with children nor subject to any sanctions or conditions on my employment imposed by the DBS, secretary of state or a regulatory body.
- I give permission for an Enhanced DBS check being carried out using my personal information
- I may be asked to attend a pre-selection trial for a number of days to assess practical skills. I understand and accept that this is unpaid.

Signature:

Print name

Date:

Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.

EQUAL OPPORTUNITIES STATEMENT – Equality Act 2010

Reading Daycare Limited is committed to promoting and developing equality of opportunity in all areas of its work. In order to achieve this aim, the Company will seek to:

- ensure that prospective and current students, job applicants and members of staff are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, sex, disability, family circumstances, race, colour, nationality, citizenship, ethnic origin, social and economic status, religious belief, sexual orientation, marital status or other irrelevant distinction;
- promote good relations between individuals from different groups;
- recognise and develop the diversity of skills and talent within both its current and potential staff and student body;
- foster a culture based on trust and mutual respect;
- undertake a programme of action to make equality policies effective;
- monitor progress towards achieving equality of opportunity on a regular basis;
- communicate to staff, students, associates and others the promotion of equal opportunities and Company procedures to sustain it.

DBS Enhanced Disclosure Policy Statement

We use the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust. Reading Daycare Limited fully complies DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Please ask to see the full DBS Policy statement in the Employee Handbook.

DISABILITY DISCRIMINATION ACT 1995

Reading Daycare Limited wishes to ensure that disabled people are not discriminated against, either directly or indirectly, both in recruitment/selection and in employment. If you are selected for interview and you consider yourself to be disabled, we may contact you to find out if there are any particular arrangements you may need for the interview. You are not obliged to answer the following question or to give details. As defined by the act - a disability is "a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities"

Do you consider yourself to be disabled? YES / NO

If appropriate, please describe any requirements which may be necessary for an interview.

Medical Disclosure

Do you have any pre existing medical conditions? YES / NO

Do you take any regular medications? YES / NO

Have you had any counseling? YES / NO

If yes, for any of the above, give details below: (We will not be responsible for any un-disclosed conditions.).

.....

Signed

Dickory Docks Educational Day Nursery

MONITORING

To ensure that the Company's equal opportunities policy is effective, detailed monitoring of applications will be carried out. This necessitates the collection of information regarding applicants' gender, marital status, age, ethnic origin, nationality and disability. This monitoring slip is detached prior to short listing and is not seen by staff involved in making short listing decisions. The contents of this section are treated in strict confidence by the Personnel Department. The information provided will form a confidential statistical record/database which will be used for analysis of the Company's Equal Opportunities policy.

Please tick the option which most closely describes you.

GENDER

I am: Female

Male

DATE OF BIRTH: NI Number:

ETHNIC ORIGIN

The following ethnic categories meet the current recommendations of the Commission for Racial Equality as well as the requirements of the Higher Education Statistics Agency (HESA).

I am:

White		Mixed		Asian or Asian British		Black or Black British		Chinese, Chinese British or Other ethnic group	
British English		White & Black Caribbean		Indian		Caribbean		Chinese	
British Scottish		White & Black African		Pakistani		African		Any other ethnic background (please complete)	
British Welsh		White & Asian		Bangladeshi		Any other Black background (please complete)			
British Other (please complete)		Any other mixed background (please complete)		Any other Asian background (please complete)					
Irish									
Irish Traveler									
Any other White background (please complete)									