



Thank you for your interest in The Wendy House Day Nursery. Please complete all fields. The form can be submitted electronically or, if handwritten, in block capitals. All applications for employment will be treated confidentially and in accordance with the nursery's Safe Recruitment policy.

Please be aware that all prospective employees must undergo enhanced DBS checks. If you are offered a position and do not have an up to date DBS certificate will be required to pay £54.00 for the nursery to complete this on your behalf.

ROLE DETAILS	
Position applied for:	
How did you hear about this position?	

PERSONAL INFORMATION		
Full name		
Date of birth		
Address		
Post code		
Home telephone number		
Mobile telephone number		
Email address		
National Insurance number		
DBS	I do / do not hold a current DBS (please delete)	Number:

DISCLOSURE		
Please mark the appropriate column with an 'X'.	YES	NO
Do you have any disability as defined in the Equality of Opportunity Act 2010 that means you would require an adjustment in order to participate in the recruitment process?		
If you have answered YES please comment:		
This post is exempt from the Rehabilitation of Offenders Act 1974 and this means all applicants are required to disclose all convictions, whether spent or unspent. Do you have any convictions to disclose?		
If you have answered YES please provide further details:		
Is anyone you live with recognised on the Sex Offenders' Register, or does anyone you live with have a criminal conviction/is forbidden from working with children?		
If you have answered YES please provide further details:		
If offered this position will you continue to work in any other capacity?		
If you have answered YES please provide further details:		
Do you have the legal right to work in the UK? (Note: you will be required to provide evidence of your legal right to work in the UK at interview or during Induction. Offers of employment will be provisional and subject to such evidence being satisfactory to The Wendy House Day Nursery Ltd.)		



EDUCATION				
Name of Institution (most recent first)	From	To	Qualifications obtained	Grade/ Level

SKILLS/QUALIFICATIONS

Please use this space to tell us about any relevant skills and experience you have for the position you are applying for.



EMPLOYMENT				
Name of employer (most recent employer first)	Dates employed		Position(s) held	Reason for leaving
	From	To		

REFERENCES (from two most recent employers)		
Note: one reference must be from a childcare establishment		
First referee		
Name	Company	Position
Email address	Phone number	Can this referee be contacted <u>prior</u> to an offer being made?
Second referee		
Name	Company	Position
Email address	Phone number	Can this referee be contacted <u>prior</u> to an offer being made?



HOLIDAY COMMITMENTS

Please let us know if you have any pre-booked holidays:

DECLARATION

I declare that the information provided in this application form is true and accurate. I understand that if it is subsequently discovered that I have provided incomplete or inaccurate information on this form, The Wendy House Day Nursery will have grounds for terminating my employment. I confirm that I am not barred from working with children or vulnerable adults.

Signed:

Date:

Thank you for your time. We will be in contact with you in due course.

info@wendyhousedaynursery.co.uk

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