

## **SCL Nurseries Ltd** **Application Form**

Thank you for your interest in a job opportunity with Marlborough Day Nursery. Please complete **all** sections of the application form.

<b>Personal Details</b>		<b>Mr / Miss / Mrs / Ms</b>		<b>Please complete all sections</b>	
Surname:		Home Number			
First Names:		Mobile			
Address:		Previous address: (If current address less than 5 years)			
Postcode:		NI Number:			
Date of Birth:		Drivers Licence:	Yes / No		
Give details of Work Permits, VISAs, Leave to Remain etc that allow you to work legally in the UK – include expiry dates.					

<b>The Job you are applying for:</b>			<b>Please complete all sections</b>		
Position/s:			How did you hear about the vacancy?	Advert Website	Job Centre Friend
Preferred Shift	Days	F/T P/T	Preferred Number of Hours	Preferred Start Date	

<b>Education &amp; Training</b>			<b>Please complete all sections</b>		
School Attended	From	To	Exams passed - Subject	Grades	Year
University/College	From	To	Exams passed - Subject	Grades	Year
Relevant NVQ's obtained			Other relevant qualifications obtained		

Employment History (must go back 5 years)			Please complete all sections		
Current or Most Recent	From	To	Position	Notice Period	Reason for Leaving
Name: Address:  Salary:					
Previous Employer:	From	To	Position	Notice Period	Reason for Leaving
Name: Address:  Salary:					
Previous Employer:	From	To	Position	Notice Period	Reason for Leaving
Name: Address:  Salary:					

(Please attach extra sheets if you require more space or use the Additional Information page at the back)

About You	
Why would you like to work for Marlborough Day Nursery?	
How can you make a positive difference to our children's lives?	
What will the children like about you?	

References *			
	Current/Most Recent Employer	Previous Employer	Personal Reference
Company			
Name			
Position			
Address			
Telephone			
Fax			
Email			

Please do not contact  
until confirmed:




\*Please provide the names and addresses of three referees, one of whom should be **your current or most recent employer** and one other **previous employer**. The other should be a **personal referee**, someone who knows you well. Please **do not give the name of a relative** as a referee. If you are known to your referee by a former name please supply the name by which you were known. We cannot process your application unless you provide this information.

<b>Further Information</b>	<b>Please complete all sections</b>	
Are you facing any criminal prosecutions?	Yes – give details	No
Do you have any spent/unspent convictions or cautions under The Rehabilitation of Offenders Act 1974?	Yes – give details	No
Have you been dismissed from any employment?	Yes – give details	No
Have you ever been or are you currently going through any investigation or disciplinary action?	Yes – give details	No

<b>Additional Information</b>

### **Declaration**

I confirm that the information provided on this application form is true and complete, and that I am legally entitled to work in the UK.

I understand that any false statements or deliberate misrepresentations will be regarded as grounds for disciplinary action and/or termination of my employment.

I understand that any offer of employment is subject to satisfactory references and DBS checks, and I authorise SCL Nurseries Ltd to obtain references to support this application once an offer has been made and accepted

I understand that any information given in relation to my application will be held by the Company and falls within the provisions of the Data Protection Act 1998. I also give my consent for my personal information being retained and used to process my application for employment.

<b>Signed</b>		<b>Date</b>
<b>Print name</b>		

Please return your application form to:  
Marlborough Day Nursery,  
Marlborough Square, Coalville, Leicestershire, LE67 3LT