

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.

Personal Details		Mr / Miss / Mrs / Ms		Please complete all sections	
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.					

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

Education & Training			Please complete all sections		
School Attended	From	To	Exams passed - Subject	Grades	Year
University/College	From	To	Exams passed - Subject	Grades	Year
Relevant NVQ's / Training 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	Character Reference
Company			
Name			
Position			
Address			
Telephone			
Fax			
Email			

Please provide the names and addresses of three referees, one of whom should be **your current or most recent employer**, one other **previous employer**, and one **character referee**, i.e. 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.

Further Information	Please complete all sections	
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

Additional Information

Declaration

I declared that I am legally entitled to work in the United Kingdom. I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately.

I authorise the organisation to request a DBS Register check and to request relevant references. I understand that I cannot be offered a position until two satisfactory references have been received, one of which must be from my previous employer, and that should I subsequently be offered a position, confirmation of the employment will be subject to a satisfactory criminal record check from the DBS. I understand that until a satisfactory response is received from the DBS, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable children and young people.

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.

Signed		Date
Print name		

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