

FORMAL EDUCATION (SCHOOL & FURTHER EDUCATION)

Dates		School/College/University	Subjects	Qualifications Gained
To	From			

OTHER TRAINING (other learning opportunities used to advance your development)

Dates		Training Establishments	Subjects	Qualifications Gained
To	From			

Please send photocopies of your certificates in with your application – if invited to interview you will need to bring the originals as well as proof of your legal right to work in the UK i.e. a British Passport or a full birth certificate and a document giving the your permanent National Insurance Number and name.

REFERENCES

Please give below the names, addresses, email address and telephone numbers and status of two referees; one of which should be your most recent employer/course tutor and the other should give you a personal reference but please remember that your referees should not be related to you, have known you for a minimum of two years, not work or be a parent at Sunny Day Nurseries, and be aware that you have given their name as a referee.

1.
2.

EMPLOYMENT RECORD

Please list your complete employment history, starting with your current (or most recent post).

Dates From To	Employer/Organisation	Job Title & Responsibilities	Salary	Reasons for leaving

Do you have any part time or evening jobs which you intend to continue?: YES/NO

If yes, please give details:

EVIDENCE OF LIFE EXPERIENCE AND VALUES

Please complete on additional sheets:

1. Give details of your interests and other relevant experience you may have gained. Provide evidence of your personal care experience, home making and other life skills you will bring to this job and utilise in your work, and which you are prepared to offer children to enrich their experience at the Nursery/Play Club.
2. Provide a profile of yourself, describing what makes you 'tick', what you think of yourself, what other people think of you, your strengths and weaknesses and what makes you suitable to work with children.
3. Describe how your experience and skills ally to the job description and why you believe you are the best person for the position.

STATEMENT OF TRUTH

*I certify that to the best of my knowledge this application is a true and accurate record and can be treated as part of any subsequent contract of employment. I have not withheld any information or facts that may prejudice my application. Any false statement will be sufficient cause for rejection or; if employed, dismissal. I have no objection to my details being held on computer records and utilised by Sunny Day Nurseries in pursuit of its legitimate business (your consent under the Data Protection Act 1998). If you are successful in your application this form and the information in it will be retained in your HR file for such time as you are an employee of Sunny Day Nurseries Limited and for up to 6 years after the end of your employment. Otherwise this form will only be retained by Sunny Day Nurseries Limited for so long as it is required in connection with your application. I give my permission for my previous employer(s) and any references given to be contacted. I understand that my application is subject to a satisfactory DWP and Disclosure and Barring (The Rehabilitation of Offenders Act 1974) check.**

Signature Date

* For the purposes of the DWP/ Disclosure and Barring check you will be asked to produce your birth certificate and marriage certificate (if applicable) – this will be arranged with you directly. Please note that disclosure and barring checks are now subject to a charge of approximately £64. This charge must be paid by the applicant in the first instance but will be refunded by Sunny Day Nurseries Limited following a successful Probationary Review. During your DBS check you are advised to register with the DBS update service. To comply with our duty to ensure that anyone we employ is entitled to work (i.e. EU members and/or those with work permits only) we also reserve the right to ask for passports, documentation from the Home Office and driving licences to confirm identity.

Additional writing space if required:

Sunny Day Nurseries Limited

EQUAL OPPORTUNITIES EMPLOYMENT POLICY

We are committed to the principle of equal opportunities in employment. We are opposed to any form of less favourable treatment or financial reward through direct or indirect discrimination, harassment, victimisation to employees or job applicants on the grounds of race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation or disability and to any form of less favourable treatment on the grounds of handicap, age or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Employees will be recruited and selected, promoted and trained on the basis of objective criteria.

In order to help Sunny Days monitor the effectiveness of its Equal Opportunities Employment Policy (and for no other reason) all applicants are asked to provide the information requested below. The information is confidential and does not form part of your application and will not be taken into account when making the appointment.

Application for post of:
At (location):

Please indicate your ethnic origin by **X** in the appropriate box.

a White

- British
- English
- Welsh
- Irish
- Scottish
- Any other white background (please enter details)

b Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Multi-heritage
- Any other mixed background (please enter details)

Please **X** the appropriate box.

c Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (please enter details)

d Black or Black British

- Caribbean
- African
- Any other Black background (please enter details)

e Chinese or other Ethnic Group

- Chinese
-
- Other (please enter details)

My gender is:

Male

Female

Do you consider yourself to have a disability?

Yes

No

My marital status is

Married

Single

Surname:

Date of Birth:

EXPLANATORY NOTES

1. The ethnic groups set out overleaf are recommended by the Commission for Racial Equality and are the categories that are being used in the 2001 census.
2. Questions about ethnic origin are not concerned with nationality, place of birth or citizenship. They are about colour and broad ethnic group and UK citizens can belong to any of these groups.
3. If you are descended from more than one group, please check the one to which you consider you belong or use the 'other' category and give details.
4. For the purpose of the question about 'disability', this term refers to any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.
5. As an organisation using the Disclosure and Barring Scheme to assess applicants' suitability for positions of trust, Sunny Day Nurseries Limited complies fully with the Disclosure and Barring 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. **Having a criminal record will not necessarily bar a person from working with us.** This will depend on the nature of the position and the circumstances and background of the offences.
6. It is an offence, under section 76, Childcare Act 2006 to provide early years provision if disqualified or be involved in the direct management of such provision if disqualified or to knowingly employ a disqualified person to work with children. Furthermore if a member of staff is living in a household with someone who is disqualified from working with children then they too are disqualified from working with children by association. This applies to household members including partners, children including foster children, house share colleagues and lodgers.