



Application form

PRIVATE & CONFIDENTIAL

Applications are invited from women and men from any section of the community irrespective of their marital status, gender, sexual orientation, disability, race, colour, age, nationality, ethnic, national origins, religion or belief who have the necessary attributes to carry out the job.

Post applied for:

Nursery name: Wimbledon Day Nursery

Full name:

Title:

Address:

Postcode:

Email address:

NI Number

Work Permit Required Yes / No – (We will require proof that you are legally able to work in the UK)

Tel no:

Where did you see this vacancy advertised:

Do you have a current DBS check (within the last 6 months)?

Yes / No

Number

POSITION APPLIED FOR

Room Leader / Nursery Practitioner / Nursery assistant / Apprentice

AM/ PM / Full time / Part-time / Support

Please indicate hours available to work

Mon	Tue	Wed	Thur	Fri

Dates of any holidays booked:

Can you please give us some information about yourself, e.g. interests, hobbies,

What achievements are you proud of? *These do not have to be work related.*

Why do you think Wimbledon Day Nursery is the right place for you?

EMPLOYMENT HISTORY

-start with your present or most recent employer. Please include numbers of children attending daily or number of staff supervised if applicable

Employer name and address Start Date - End date -	Position	Salary	Notice Period (if still employed)
Duties and responsibilities			
Reason for leaving –			

Employer name and address Start Date - End date -	Position	Salary	Notice Period (if still employed)
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Employer name and address Start Date - End date -	Position	Salary	Notice Period (if still employed)
Duties and responsibilities			
Reason for leaving –			

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ETHNIC ORIGIN / DISABILITY

-Can you please circle your relevant ethnic group in order for us to monitor the ethnic origin of our applicants.

White –British White	European Black	Caribbean Black African	Black other Asian	Other ethnic group (please state)
Refuse to answer				

Registered Disabled / Not registered disabled (**please indicate**)

REFERENCES

Please give names, addresses and telephone numbers of two referees one of whom should be your present/most recent employer. They must not be a family member or friend. References will be taken up after the interview, unless you indicate otherwise.

Name:

Address:

Postcode:

Tel:

Occupation:

Can we approach this referee prior to the interview?

Yes / No

Name:

Address:

Postcode:

Tel:

Occupation:

Can we approach this referee prior to the interview?

Yes / No

ESSENTIAL INFORMATION

Medical History

Please indicate any serious accidents, limitations, illnesses or learning difficulties, e.g. dyslexia

Days off sick over last two years:

Over how many periods:

DECLARATION

The job for which you are applying involves substantial access to children and is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as 'spent' under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exception applies.

The disclosure of a criminal record will not debar you from appointment unless the Company considers that the conviction renders you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when it was committed, along with any other factor which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Have you any previous convictions / been cautioned / bound over? YES / NO
If yes, please give details

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I confirm that the information given on this form is, to the best of my knowledge, true and complete and I have not withheld any material facts.
I understand that this application form forms part of any contract with Wimbledon Day Nursery and any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature

Date

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