

Holly House Private Day Nursery

Please complete this form fully, using block capital letters and black ink

Holly House
PRIVATE DAY NURSERY
0113 2861051



Post Applied for:		Closing date:	
Section A - Personal Details			
Surname:		Forenames:	
Address:		Telephone (Home):	
		(Mobile):	
Post code:		Email Address:	
Section B - Present or Most Recent Employment			
Job Title:		Present Salary/Hourly Rate:	Period of notice:
Date Started:		Date left (if applicable):	
Name and address of employer:			
Main duties:			
Section C - References			
Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer or school. Please note: if you are shortlisted we will contact one of your referees prior to interview.			
Name & Address	Years Known	Occupation	Contact Details
			Tel No:
			Email:
			Tel No:
			Email:

Section D - Previous Employment

Dates		Position Held	Employer (name and town of employer)	Reason for Leaving
From	To			

Please use the space below to explain any gaps in your education and employment history

Section E - Education, Qualifications and Training relevant to the position you are applying for

From	To	School/College/University/ Training Establishment	Qualification Obtained (if applicable)

Please continue on a separate sheet if necessary.

Section F _ Skills, Experience, Knowledge

Please state the reasons why you wish to apply for this position and give details of any experience, skills and training that you think is relevant together with any other information to support your application.

Section G - Rehabilitation of Offenders Act 1974

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken in to account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring website.

Have you ever been convicted of a criminal offence which is not 'protected'? Yes/No

If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Section H - Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to:

- a) references which are satisfactory to Holly House Nursery
- b) a satisfactory DBS certificate and check of the Barred list
- c) the entries on the form proving to be complete and accurate
- d) a satisfactory medical report, if appropriate.

I can confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature:

Date:

