



## APPLICATION FORM

44-45 Windmill Street, Gravesend. DA12 1BA

### 1. All sections, where applicable, must be completed

Job Title	
Service	
Closing date	
Interview Date	

### 2. Personal Details

Title		
Family Name		
Given Name(s)		
Date of Birth		
Address		
	Post Code	
E--mail	(Please ensure you include an e--mail address that we may use to contact you)	
Mobile Phone		
Home Phone		
Work Phone		

Do you have a current driving licence?	YES/NO
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Do you have the use of a car?	YES/NO
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### 3. ASYLUM AND IMMIGRATION ACT 1996

Are you eligible to work in the U.K.?	YES/NO
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Do you have any restrictions on taking up employment in the U.K.? If yes, please supply details:	YES/NO
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**4. EDUCATION AND QUALIFICATIONS**

Please give details of **Secondary** and **Further Education** including any 'A' Levels or equivalent vocational courses

Dates (mm/yyyy)		College/other Institution	Qualification obtained and general and Grade/Level
From	To		



Please give details of any **Higher Education** and equivalent courses

Dates (mm/yyyy)		College/other Institution	Qualifications obtained and Grade/Level	Name of awarding body
From	To			

Please give details of any other **Professional** or **Vocational qualifications** you hold that are relevant to your application

Dates obtained	Qualifications obtained and Grade/Level	Name of awarding body



5. PRESENT OR MOST RECENT EMPLOYMENT			
Post Title		Start Date	
Notice Required		End Date	
Reason for Leaving			
Employers Name Address			
Email			
Post Code		Telephone Number	
Please give a brief description of your current or last post and responsibilities			



## 6. PREVIOUS EMPLOYMENT

Please give details of all previous employments, full and part time, paid or unpaid, including those in a voluntary capacity. Please list in order, starting with most recent first.

Date		Name and Address of Employer School/College	Job Title Reason for Leaving	Duties
From	To			



## 7. EXPERIENCE AND ACHIEVEMENTS

You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary. Please include:

- Any information about your past experience in Childcare/Early Years/Play work
- Details of any relevant experience gained at work, in a voluntary capacity, or at home
- Details of relevant training or positions of responsibility
- How you meet the person specification of the role



## 8. References

Please provide the names and addresses of two referees who can comment on your suitability for the role. (Note: If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed /volunteering in work with children). References will not be accepted from relatives, or persons who only know you as a friend.

Additionally, please note: We will contact these referees prior to making a job offer after successful interview. Also in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

Name		Name	
Address		Address	
Job Title		Job Title	
Relationship		Relationship	
Telephone No.		Telephone No.	
Fax No.		Fax No.	
E--mail		E--mail	

## 9. REHABILITATION OF OFFENDERS ACT 1974

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, 'binds--overs' any criminal convictions that include any that would otherwise be considered 'spent' under the Act.

Almond Bud Nursery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Please be aware that a DBS check will be required for any position with access to these individuals or sensitive information.

