Covering letter, application form

and recruitment monitoring form

**Covering letter**

Thank you for your request for an application pack. Included in the pack are the following documents: job description, job specification, an application form and an equal opportunities form.

The position is for Nursery Practitioner- apprentice

The closing date for applications is 15th March 2024 and we will be interviewing at a time suitable for you.

We will also be inviting applicants to spend a session at Greenfields Nursery to observe interaction, taking place over the weeks

Please can you also include an up-to-date CV. If you are returning your application via email, we will also require a hard copy.

If I can help in any other way or you have any questions please do not hesitate to contact me, I look forward to receiving your application.

Yours sincerely

Tegan Farina-Bray

Nursery Manager

# **Application for Employment**

### Post applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are committed to a policy of equality of opportunity. All applications will be considered as long as this ‘Application for Employment’ form is completed. Please complete this application form in black ink, even if you are sending supplementary information.

## **Personal details**

Last name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If it is possible to contact you during the day please provide your daytime telephone number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Previous / most recent employment:**

Name of employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from (month/year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please outline your main duties and responsibilities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Past employment**

Please provide details of all your previous work experience. This can include any unpaid or voluntary work that you may have undertaken. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer: | From: | To: | Post held and brief outline of duties and responsibilities: |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary schools, colleges, universities: | From: | To: | Brief details of courses undertaken and qualifications attained: | Grade: |
|  |  |  |  |  |

**Qualifications (academic/professional)**

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| **Details of any relevant training (including and short courses)** |

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| **Additional information**  After reading the job description and specification, please say why you are applying for this post. Highlight any knowledge, experience or skills you have which you consider relevant to this position. Please include any skills or experience that may have been gained through voluntary work, unpaid work, community activities or through life experience. |

|  |
| --- |
| **References**  Please give the names and address of two referees, one of whom must be your present/most recent employer. Please state their relationship to you (e.g. line manager). These people will not be contacted unless you are offered the post. |
| Have you had a Disclosure and Barring Service (DBS) check?  Yes  No  Are you signed up to the DBS Update Service?  Yes  No  Have you ever been convicted of a criminal offence or subject to criminal charges?  Yes  No  If yes, please provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NB Offences deemed as spent under the Rehabilitation of Offenders Act 1974 need not be declared  Have you been disqualified from working with children?  Yes  No  Have you ever been disqualified from keeping foster children, had a child removed from your care or put on the child protection register?  Yes  No  Do you live with anyone who is disqualified from caring for children?  Yes  No  Failure to report a child protection concern may mean disciplinary action will be taken (Reg. 17 (1) (b))  Do you suffer from any physical or mental illness which may affect your ability to work with children?   Yes  No |

|  |
| --- |
| Before a formal offer of appointment is made, we will seek verification of the details provided by the successful candidate about their present/most recent employment. The successful candidate will also have to produce evidence of educational qualifications and a copy of their birth certificate (or other documentation to verify their eligibility to work in the UK).  I certify that the information given in this form and accompanying this form is correct.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

You may include further documentation to support your application if you wish. However, you must complete this application form as we do not accept stand-alone CVs.

Please return the completed form to: [office@greenfields-nursery.com](mailto:office@greenfields-nursery.com)

198 Tregwilym Road, Rogerstone, Newport, NP10 9EL

Please note that any offer of employment will be subject to receipt of satisfactory references, a satisfactory DBS check, proof of eligibility to work in the UK and verification of those qualifications that are essential requirements of the role. There will be a six month probationary period.

Signature of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_