**The Owl and Pussycat Nursery**

**Staff application Form**

PRIVATE AND CONFIDENTIAL

**Personal Details**

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| **Post applied for (if known)** |
| **Date of application** |
| **Full name** |
| **Address****Postcode** |
| **Home phone number** |
| **Mobile phone number** |
| **Email address** |
| **National Insurance Number** |
| **Where did you see this post advertised?** |

**Right to work in the UK**

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| **Do you have the right to work in the UK?** |
| **If you are not British or European Union national, are you entitled to take up employment in the UK?** |
| **Do you have a valid work permit?** |
| **If yes please specify the terms of the visa and expiry date** |

**Education and Qualifications**

Please use the boxes below to tell us about the qualifications you have obtained throughout your secondary education, further education and professional training. Please continue on a separate sheet if required.

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| **Establishment name** | **From** | **To** | **Qualifications awarded** |
|  |  |  |  |

Please give details of relevant professional development courses you have attended:

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| **Date attended** | **Course name** |
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Other skills (Please use this space to detail and other skills you have i.e. musical, languages, computer experience, art skills etc.):

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Do you hold a full and clean UK drivers license?

Do you own a car?

If you do not drive/own a car, how do you plan on getting to work?

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**Employment History**

Please give full details of all your previous employment. This should include all paid and unpaid employment, work experience and placements. Exact dates of employment must be given. If you have held different posts with the same employer please include these separately.

Please indicate reasons for any substantial gaps in employment and full time study and continue on a separate sheet if necessary. Please start with your present employer. If you are not currently in employment please leave first table blank.

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| **Name and address of current employer** |
| **Telephone number** |
| **May we contact on this number?** |
| **Job title** |
| **Start date** |
| **Leave date (if applicable)** |
| **Main duties** |
| **Reason for leaving** |
| **Notice required** |
| **Salary/hourly rate** |
| **Name and address of previous employer** |
| **Last position held** |
| **Start date** |
| **Leave date** |
| **Main duties** |
| **Reason for leaving** |
| **Notice required** |
| **Salary/hourly rate** |

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| **Name and address of previous employer** |
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| **Start date** |
| **Leave date** |
| **Main duties** |
| **Reason for leaving** |
| **Notice required** |
| **Salary/hourly rate** |

Please use this space to detail reasons for any gaps in employment history

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**References**

Please provide the names of two referees one of whom must be your current employer and the other a previous employer or professional acquaintance. They must not be a friend or member of your family. Please note references will not be obtained until an offer of employment has been made.

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| **Full name of referee** |
| **Job title** |
| **Company name** |
| **Address** |
| **Telephone number** |
| **Relationship to self** |

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| **Full name of referee** |
| **Job title** |
| **Company name** |
| **Address** |
| **Telephone number** |
| **Relationship to self** |

**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 this exemption applies.

The disclosure of a criminal record will not debar you from appointment unless the company considers that the conviction renders you unsuitable for employment. In making this decision we will consider the nature of the offence, how long ago it occurred and what age you were when it was committed and any other factor, which may be relevant. Failure to declare a conviction may however disqualify you from appointment or result in summary dismissal if a discrepancy is revealed once appointed.

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| Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final written warning? (You do not need to include minor driving offences)? |

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| If yes, please give details below (continue on a separate sheet if required) |

All successful candidates will be subject to an enhanced Disclosure and Barring Check (DBS).

I confirm that the information given on this form is to the best of my knowledge accurate, true and complete. I understand that any false statements may be sufficient cause for rejection or if employed summary dismissal.

Please note: If successful in securing an interview you will be asked to provide proof of your eligibility to work in UK along with copies of qualifications relevant to the post to which you are applying.

Signature:

Print name:

Date:

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. The Owl and Pussycat Nursery may use it for business purposes including the prevention and detection of fraud as well as for HR purposes and administration. If you are appointed, this information will form part of your personnel record and will be treated as confidential and will not be disclosed to any unauthorised person.

Please return this application form to:

Catherine Jones

The Owl & Pussycat Nursery

Church St

Caerleon

NP181AW

Thank you for your application and interest in The Owl and Pussycat Nursery

The Owl and Pussycat Nursery is a trading name of Caerleon Kids First Ltd