

**The Learning Tree Application Form**

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| --- | --- | --- | --- |
| Position applied for |  | Date of application |  |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| First Name |  | |
| Surname |  | |
| Full postal address | | |
| Home Phone Number | | Mobile number |
| Email address | | National Insurance Number |

**Right to work in UK**

|  |  |
| --- | --- |
| Do you have the right to work in the UK? | Yes No |
| If you are not British or European Union national, are you entitled to take up employment in the UK? | Yes No |
| Do you have a work permit? | Yes No |
| If yes please specify the terms of this permit/visa and expiry date | |

**Type of Work**

Are you looking for full time work? Yes No

If No, please give details of hours you are available to work

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri |
| AM |  |  |  |  |  |
| PM |  |  |  |  |  |

**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. You will be required to bring original copies of certificates to interview

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| --- | --- | --- | --- | --- |
| Qualification gained/pending | Grade/Level | Name of establishment school/college/university | Date achieved | Awarding body |
|  |  |  |  |  |

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| --- | --- |
| **Other skills**  (Please use this space to detail other skills you have i.e. musical, languages, computer experience, first aid etc) | |
| Do you hold a full clean driving licence? | Yes No |
| Are you a car owner? | Yes No |
| If you do not drive how will you travel to work? | |

**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 term study and continue on a separate sheet if necessary. Please start with your present employer. If you are not currently in employment please leave blank.

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| --- | --- | --- | --- | --- | --- | --- |
| Name of current or most recent employer | | |  | | | |
| Employers address | | | Telephone No: | | | |
| May we contact on this number?  Yes/No (delete as appropriate) | | | |
| Job title |  | | Start date | | Leave date (if applicable) | |
| Main Duties: | | | | | | |
| Reason for leaving | |  | | | | |
| Notice required | |  | | Final salary/hourly rate | |  |
| Previous employer | | |  | | | |
| Address | | | | | | |
| Last position held |  | | Start date | | Leave date | |
| Main Duties: | | | | | | |
| Reason for leaving | |  | | | | |
| Notice required | |  | | Final salary/hourly rate | |  |

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| --- | --- | --- | --- | --- | --- | --- |
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| Main Duties: | | | | | | |
| Reason for leaving | |  | | | | |
| Notice required | |  | | Final salary/hourly rate | |  |

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| --- | --- | --- | --- | --- | --- | --- |
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| --- | --- | --- | --- | --- | --- | --- |
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| Main Duties: | | | | | | |
| Reason for leaving | |  | | | | |
| Notice required | |  | | Final salary/hourly rate | |  |

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

**Personal Statement**

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| Please give details and example of the skills and aptitude you have relevant to this post. Continue on a separate sheet if necessary. |

**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 aw 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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| --- | --- |
| 1.Full name of referee: | 2. Full name of referee: |
| Job Title: | Job Title: |
| Company Name: | Company Name: |
| Address:  Email address: | Address:  Email address: |
| Telephone number: | Telephone number: |
| Relationship to staff: | Relationship to staff: |

**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.

|  |  |
| --- | --- |
| 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) | Yes  No |
| 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: | Date: |
| Print Name: | |

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. It may be used by The Learning Tree 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 THE FORM TO THE NURSERY LOCATION**

Thank you for your application and your interest in The Learning Tree