



Melrose Day Nursery Staff Application Form

Position applied for		Date of application	
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Personal Details

First Name			
Surname			
Full postal address			
Home phone number		Mobile number	
Email address		National insurance number	

Right to work in the UK

Do you have the right to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are not British or European Union National, are you entitled to take up employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please specify the terms of this permit/visa and expiry date.		



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Type of work

Are you looking for full time work?					
If no please give details of hours you are available to work					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Have you worked for Melrose Day Nursery or any other nursery previously?
Yes <input type="checkbox"/> No <input type="checkbox"/> if yes please specify location:

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.

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 and other skills you have i.e. musical, languages, computer experience, first aid etc.)

Do you hold a full clean driving license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Are you a car owner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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 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 blank.

Name of current Employer			
Employers address:		Telephone number:	
		May we contact on this number?	
		Yes/No (delete as appropriate)	
Job title		Start Date	Leave Date (if applicable)
Main Duties:			
Reasons for leaving			
Notice required		Final salary/hourly rate	



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



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Personal Statement

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



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References

Please provide 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 had been made.

1. Full name of referee	2. Full name of referee
Job title:	Job title:
Company name:	Company name:
Address:	Address:
Telephone number:	Telephone number:
Relationship to self:	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.

This disclosure of criminal record will be 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 one appointed.

Have you ever received a caution, including conditional cautions, been convicted by a court of any offences, been reprimanded or given a final written warning? (You do not need to include minor driving offences)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please give details below(continue on separate sheet if required)		

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



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I can confirm that the information given on this form is the best to 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 the 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 handed and processed in accordance with the Data Protection Act 1998. It may be used by Melrose Day Nursery 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: Melrose day Nursery, 6 Melrose Avenue, Sale, M33 3AZ

Please visit our website <http://www.melrosenursery.co.uk/> to find more information

Thank you for your application and interest in Melrose Day Nursery!



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Equal opportunities statement

Melrose Day Nursery is fully committed to the development of policies to promote equal opportunity in employment. Melrose Day Nursery's equal opportunity policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital/parental status, disability, colour, religion, race, nationality, ethnic or national origin, age or sexual orientation. Melrose Day Nursery believes that this policy will ensure that the talents and resources of its employees will be utilised to the full. In order to monitor the progress of our recruitment and selection practises, please complete the details on this sheet.

Recruitment monitoring

Gender

Female **Male** **Other**

Date of birth _____

Ethnic origin

Bangladesh **Black/African** **Black/Caribbean**
Black Other Chinese Indian
Pakistani White Other

If you have ticked 'Other' for gender or ethnic origin please state how you describe yourself?