

Application Form

Position applied for			
Title		Forename	
Middle name(s)		Surname	
Address	Current Residence		
House number/name			
Street			
Town			
County			
Postcode			
Dates of residence	From:		To:
Home Telephone Number			
Mobile Telephone Number			
Email Address			

National Insurance Number									
An offer of employment is conditional upon Jubilee Jets receiving an Enhanced Disclosure from the CRB (DBS) which the Management considers to be satisfactory.									

Disclosure and Baring Service										
Do you have a current DBS Disclosure?							<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is your DBS portable (are you signed up to the update service)?							<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If 'Yes', please provide your ID			C							
Have you ever been convicted of a criminal offence?							<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence?							<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Has anyone you live with or that you are associated with been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence?							<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If 'Yes' to any of the above, please provide details on a separate sheet of paper and send this in a sealed envelope marked 'CONFIDENTIAL' together with your Application Form. Additional Sheet provided at back of form.										

Staff Suitability		
Have you ever been part of a disciplinary procedure linked to safeguarding or that called into question your suitability to care for children?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes' to the above question, please provide details on a separate sheet of paper and send this in a sealed envelope marked 'CONFIDENTIAL' together with your Application Form. Additional Sheet provided at back of form.		

Health and Disability		
The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.		
Do you have any health issues or a disability relevant to the role you seek?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes', what in terms of reasonable adjustments will you require?		
Please provide details on a separate sheet of paper and send this in a sealed envelope marked 'CONFIDENTIAL' together with your Application Form. Additional Sheet provided at back of form.		

Present or most recent Employer

Company name			
Employer's name			
Address Line 1			
Town			
City			
County		Postcode	
Telephone number			
Email address			
Your job title			
Start date		Notice required	

Date and reason for leaving

Please outline your duties & responsibilities:

Supporting information, experience and / or relevant skills

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Using the Job Description and Person Specification please give details of how you meet the requirements of this role (please continue on additional sheet provided at back of form if necessary).

Previous Employment

Please give details of all previous employment including temporary or voluntary work, starting with your most recent employment after your current position. Please also include periods of non-employment and reasons for this i.e. childcare, study, unemployed etc. to ensure that all gaps in employment are accounted for.

Name & Address of Employer	Job Title & Main Responsibilities	Dates		Reason for Leaving
		From	To	

Education

Please give details of any education received in this country, or abroad, along with the level of your qualification obtained and the dates of attendance.

School / establishment attended	Course title / subject	Dates		Qualification
		From	To	

Professional & vocational training

Please give details of any relevant training & development received in this country, or abroad, along with the level of your qualification obtained and the dates of attendance.

Establishment attended	Course title / subject	Dates		Qualification
		From	To	

Membership of professional bodies and associations

Please give details of any memberships of professional or technical bodies or associations you hold.

Professional body	Membership level	Date joined

Other interests, sports and hobbies

Please give details of any interests, hobbies or skills along with the extent to which these are pursued.

You will be asked to complete a medical questionnaire and may be subject to a medical examination if your application is successful

Are there any special arrangements you might require to attend an interview? Yes No

If 'Yes' please give details:

References

Please nominate two people who we may contact for a reference. One of which should be your present/most recent employer or school/college. If your most recent employment does not involve working with children, then your second referee should be from an employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. Please note, references will not be taken up until an offer of employment has been made.

Name		Name	
Their position		Their position	
Organisation		Organisation	
Address		Address	
Your relationship to them		Your relationship to them	
Telephone number		Telephone number	
Email Address		Email Address	
Do you give your permission for Jubilee to contact your referees before you receive your job offer?			
<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	
Please ensure all contact details are complete and accurate			

For office use only

Date requested		Date requested	
Date received		Date received	

- It is Jubilee Jets' policy to employ people who best meet the requirements of our positions and to provide equality of opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their age, disability, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or beliefs. All new posts within the nursery are subject to a probationary period.
- Jubilee Jets is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- If your application is successful, Jubilee Jets will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after six months.

Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge. I consent to this information being held on file under the terms of the Data Protection Act 1998.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to Jubilee Jets processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to Jubilee Jets making contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.
- I consent to Jubilee Jets making direct contact with all people specified as my referees to verify the reference.
- I understand that if my application is successful I may be required to complete a medical questionnaire appropriate to the role.
- I declare that I am not disqualified from working with children either personally or by association, or subject to sanctions imposed by a regulatory or professional body e.g. Ofsted, The General Social Care Council (GSCC) or General Medical Council (GMC).
- I understand that should I be the successful applicant, I will be required to undergo an enhanced DBS check.

Signature:

Date:

Please return your completed Application Form, marked **Private & Confidential** to:

Josie Robinson,
Jubilee Admin,
Archway House,
A4 Bath Road,
Padworth,
Berkshire,
RG7 5HR.

Or scan and email to Josie at info@jubileedaynursery.co.uk

Please tell us where you saw this position advertised:

Feel free to use the next page to provide any additional information.

