



HAPPY CHILDREN NURSERY

APPLICATION FOR EMPLOYMENT
STRICTLY PRIVATE AND CONFIDENTIAL

EMPLOYMENT REQUIRED

Position Applied for:

Available Start Date:

PERSONAL DETAILS

Title:

Full Name:

Any former names:

Full Address:

Postcode:

Home Telephone:

Mobile Telephone:

Email address:

NI Number:

Are there any restrictions on you working in the UK? YES/NO

If Yes, please provide details:

Are you in good health? YES/NO

If No, please provide details (including any regular medication):

Have you previously been cleared or registered to work with children? YES/NO

If Yes, please provide details of reference number and dates:

Have you ever had a child removed from your care? Or had a child prevented from living with you?
Or been refused permission for caring for a child? YES/NO

If Yes, please provide details:

Do you hold a current driving licence? YES/NO

Details of any endorsements:

PREVIOUS CONVICTIONS

Happy Children Nursery is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and you are obliged to disclose ALL convictions and cautions no matter how long ago they occurred and regardless of whether the offences were committed as an adult or juvenile.

Do you have any convictions or cautions? Are you the subject of any criminal proceedings or police investigation? If Yes, please provide details below:

Date	Nature of Summons/Charge/Caution/Allegation	Court	Sentence or order

EDUCATION, QUALIFICATIONS & TRAINING

Begin with the most recent first. Please note this section relates specifically to secular education & training.

Qualification/Training	Dates From/To	Name of Institute (Awarding Body)

ISLAMIC EDUCATION, QUALIFICATIONS & TRAINING

Begin with the most recent first. Please note this section relates specifically to Islamic Education & training.

Qualification/Training	Dates From/To	Name of Institute (Awarding Body)

LANGUAGES SPOKEN

Language	Proficiency (including any qualifications)
English Classical Arabic (<i>Fus-ha</i>) Other Arabic Other (please state)	

IT SKILLS

IT Application	Proficiency (including any qualifications)

EMPLOYMENT HISTORY

Please begin with most recent occupation

Name of Employer:

Name of Line Manager:

Address of Employer:

Job Title:

Permanent/Temporary?

Brief Outline of Duties:

Dates From/To:

Salary on leaving:

Reason for leaving:

Name of Employer:

Name of Line Manager:

Address of Employer:

Job Title:

Permanent/Temporary?

Brief Outline of Duties:

Dates From/To:

Salary on leaving:

Reason for leaving:

Name of Employer:

Name of Line Manager:

Address of Employer:

Job Title:

Permanent/Temporary?

Brief Outline of Duties:

Dates From/To:

Salary on leaving:

Reason for leaving:

Please continue on a separate sheet if you have further employment history

KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE

Please refer to the Job Description of the post you are applying for and outline your knowledge, skills, abilities & experience that are relevant for this role. Please continue on a separate sheet if required. Please note CVs are not accepted.

REFERENCES

Please provide details of two referees (not relatives) who we may contact with regards to your application. These should be employment references and one should be your current or most recent employer. These referees must have known you for at least 12 months. Happy Children Nursery reserves the right to withdraw any offer of employment should unsatisfactory references be received.

Name:	Name:
Occupation:	Occupation:
Name of Organisation:	Name of Organisation:
Address:	Address:
Capacity in which known:	Capacity in which known:
Telephone:	Telephone:
May we contact if you are selected for an interview? YES/NO	May we contact if you are selected for an interview? YES/NO

DECLARATION

I confirm that the information given in this application form is correct and gives a fair representation of my qualifications and employment history to the best of my knowledge. I understand that any false/misleading information given in this application may result in my dismissal if I am appointed.

Signature:

Date:

Happy Children Nursery Ltd is registered under the Data Protection Act 1998 and may hold information about employees in either manual or computerised records. No information may be passed onto a third party, unless specified by Law or without my express agreement. My signature below indicates my agreement to this.

Signature:

Date:

Please send all completed applications to:

Happy Children Nursery
Felicity House
(Former St Mary's Hall)
Northdale Road
Wavertree, Liverpool
L15 4HT

**EQUAL OPPORTUNITY MONITORING
PRIVATE & CONFIDENTIAL**

Position applied for:

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

Date of Birth:

I would describe my ethnic group and sex as: - (please tick one box for your ethnic group and one box for your sex)

A) White

- English Scottish
 Welsh Irish
 Any other White background, please specify

B) Mixed

- White and Black Caribbean White and Black African
 White and Asian
 Any other Mixed background, please specify

C) Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

- Indian Pakistani
 Bangladeshi
 Any other Asian background, please specify

D) Black, Black British, Black English, Black Scottish, Black Welsh

- Caribbean African
- Any other Black background, please specify

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

- Chinese
- Any other Asian background, please specify

F) Sex

- Male Female

Name:

Signed:

Date: