



## **APPLICATION FORM**

Thank you for applying to Pennies. We are a committed Equal Opportunities employer and all our recruitment decisions are based solely on the merits and abilities of each applicant regardless of sex, marital status, religion, colour, race, ethnic origin or disability. If you have a disability or any other special need that means you are unable to complete this form or any other part of the recruitment process, please contact us to make alternative arrangements.

Your details will be treated in strictest confidence.

Nursery location	
Position applied for	
Where did you see the position advertised?	

### **Personal details**

Title  Miss  Mrs  Ms  Mr

Surname  Forename

Current address

Telephone daytime  Evening

Mobile  Email address

Date of birth  Nationality

National insurance number (or date applied for)

Alternatively, are you able to provide evidence that you can legally work in the UK?

Yes  No

Do you have any endorsements on your passport which would limit your staff or length of employment in the UK?

Yes  No

Do you require a work permit?

Yes  No



## Education and Training Courses Attended

Start with secondary education through to any further education. Where applicable, please include details of examinations which have been taken or are about to be taken, but results of which are not yet available.

Name of school/college/University	Date from	Date to	Qualifications and grades

Please continue on a separate sheet if necessary



## Employment and work experience

Start with current/last position. Please include any periods of unemployment, career breaks etc. College leavers should provide details of holiday work.

Company name and address	Date from	Date to	Position held	Final salary	Reason for leaving

**Please continue on a separate sheet if necessary**

Have you even been through formal disciplinary action as a result of your practices?

Yes  No

If yes, please give details



## More about you

What are your reasons for wanting this particular job and why do you think you have something special to offer (please continue on separate sheet if necessary).

Please give us any additional information you consider will support your application, eg involvement in voluntary work, your interests/hobbies, first aid courses (please continue on separate sheet if necessary).



## References

Please supply the names of two references, which relate directly to the position for which you are applying. One must be your current/last employer or your tutor if you are currently studying. They must not be relatives. References will not be taken up until appointment.

Name	Name
Current address	Current address
Telephone	Telephone
Occupation	Occupation

I hereby authorise Pennies to obtain references as detailed above in respect of my recruitment/employment with Pennies.

**Name** ..... **Signature**..... **Date**.....

Do you hold a current CRB disclosure?

Yes

No

If yes, date issued

### Rehabilitation of Offenders Act 1974

By virtue of the Rehabilitation of Offenders Act 1974 (exception Order 75), the provision of section 4.2 of the action do not apply to any employment which is concerned with the provisions of health services and which is of such a kind as to enable the holder to access to persons in receipt of such services in the course of their normal duties. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are spent under the provisions of the act, and in the event of employment, any failure to disclose such convictions could result in disciplinary action, up to and including dismissal. Any information given will be completely confidential and will be considered only in relation for posts to which the order applies.

Have you ever been convicted of any criminal offences (including spent convictions)?

Yes  No

If yes, please state the nature of the convictions and dates convicted

Do you have any police proceedings impending or outstanding against you?

Yes  No

If yes, please give details



## Medical History

Applicants offered employment will be asked to complete a health declaration

In the last 12 months, have you been off work because of illness or injury?

Yes       No

If yes, how many working days did you lose?  Days

What was the reason(s) for the absence?

Are you at present having any treatment or medicine prescribed by your doctor?

Yes       No

## Disability

It is our policy to actively encourage applications from people with disabilities. We therefore guarantee an interview to people with disabilities who meet the minimum criteria for the post.

Do you consider yourself to have a disability?

Yes       No

If yes, please state the nature of your disability to enable us to ascertain any special requirements/equipment for both your interview and working arrangements

## Declaration

To the best of my knowledge and belief, the details given on this form are accurate and true and I have not withheld any material facts. I understand that if it is subsequently discovered that any statements are false or misleading, I will be liable to have my application disqualified, or subsequently be liable for disciplinary action, up to and including dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Origin of application

Please tick the one which influenced your decision to apply to Pennies.

Internet       Press advertisement\*  
 Personal contact\*       Other\*

\*Please specify