



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 Pennies Day Nursery (please circle) HL MC NC

Position applied for

Where did you see the position advertised?

PERSONAL DETAILS – PLEASE PRINT

Title Miss Mrs Ms Mr

Surname: Forename:

Postal 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

Do you hold a valid, clean driving licence? If not, please provide details:
 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 conduct?

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 a 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.

A large, empty light gray rectangular area intended for providing additional information.

Please continue on a separate sheet if necessary



REFERENCES

Name: _____ Name: _____
Postal Address: _____ Postal Address: _____
Email address: _____ Email address: _____
Telephone: _____ Telephone: _____
Occupation: _____ Occupation: _____

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

Signature: _____ Date _____

Are you on the update Service?

 Yes No

If yes, reference number:

CRIMINAL RECORD

Because the job for which you are applying involves substantial access to children, it is exempt from the Rehabilitation of Offenders Act, 1974 (exemption Order 75:4.2). You are therefore required to declare any convictions or cautions that **you or someone that lives in your household** may have, even if they would otherwise be regarded as 'spent' under this Act. The information you give will be treated in strict confidence.

The disclosure of a criminal record will not prevent you from being employed by Pennies unless we consider the conviction indicates that you are unsuitable for the position. We will take into account the nature of the offence, how long ago and what age you were when it was committed, and other factors, which may be relevant. Failure to declare a conviction however, may disqualify you from appointment, or result in dismissal when the discrepancy is discovered later.

Have **you or anyone in your household** been cautioned or charged with any criminal offence (including spent convictions, impending or outstanding police proceedings: Statutory Framework for the EYFS, Sept 2014: 3. 11)

 Yes No

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

Have **you or a member of your household** been disqualified from working with children? (Statutory Framework for the EYFS, Sept 2014: 3.15 and Ofsted, 5.1a Disqualification: Childminding and Childcare)

 Yes No

If yes, please give details on a separate sheet and remember to print, sign and date.



MEDICAL HISTORY

Applicants offered employment will need to complete a 'Health Declaration' form.

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 any doctor/health care professional?

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

1. I acknowledge that an appointment, if offered will be subject to satisfactory medical clearance. Currently I am in good health.
2. I confirm that I do not live with anyone who has been disqualified to work with children.
3. I confirm that there is nothing in place to prevent me from working with children.
4. I declare that the information given on this form is correct and understand that on appointment, any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.

Signature _____ Date _____

ORIGIN OF APPLICATION

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

Internet Press advertisement* Personal contact* Other*

*Please specify: _____