

Bluebirds Childcare Job Application Form

Post Applied for:

Closing Date:

Interview Date:

Please complete this form fully using black ink or type. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Last Name: First Name:

Date of Birth:

Address:

Postcode:

Time at the above address:

If less than three years please supply the previous address below

Previous Address:

Postcode:

Home Telephone N^o:

National Insurance N^o:

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mobile Telephone N^o:

E-mail address:

Preferred method of contact Mobile Text Email

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes No

Driving License – if relevant to post applied for. Yes No

Do you hold a full, clean driving license valid in the UK

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Present Employment

Present Employment *(If now unemployed give details of last employer)*

Name of Employer:

Address:

Postcode:

Post Title:

Salary:

(proof may be required)

Employed From *(Date)*:

TO *(date)*:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service
(if no longer employed):

Reason for leaving
(if no longer employed):

Section 3 Previous Employment

Previous Employment *(most recent employer first)*

Name of Employer(1)

Address:

Postcode

Position Held:

From (Date) :

To (Date)

Summary of duties:

Reason for leaving:

Name of Employer(2)

Address:

Postcode

Position Held:

From (Date):

To (Date):

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

School or College or University	Course	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional or Management Qualifications

Please give details:

Professional/ Management Qualifications	Course Details

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses e.g, Safeguarding, First Aid, Child Protection, Food and Hygiene etc

Title of Training Programme or Course	Date Gained

Continue on a separate sheet if necessary

Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Job description. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 7 Suitability

All employees will be working directly with children and are required to be police checked via the Disclosure and Baring Service.

Have you been convicted of a criminal offence?

Yes No

Do you have any unspent convictions?

Yes No

Is there anyone in your household who is disqualified from working with children or vulnerable adults?

Yes No

If you have answered Yes please give details of the conviction(s) and date(s) in the space provided

Section 8 Health

Number of days off sick in the last 2 years:

Please give details of any ongoing medical condition or treatment, which might affect your work

Section 9 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<div style="border: 1px solid black; height: 25px;"></div>	Name:	<div style="border: 1px solid black; height: 25px;"></div>
Position (job title):	<div style="border: 1px solid black; height: 25px;"></div>	Position (job title):	<div style="border: 1px solid black; height: 25px;"></div>
Work Relationship:	<div style="border: 1px solid black; height: 25px;"></div>	Work Relationship:	<div style="border: 1px solid black; height: 25px;"></div>
Organisation:	<div style="border: 1px solid black; height: 25px;"></div>	Organisation:	<div style="border: 1px solid black; height: 25px;"></div>
Address:	<div style="border: 1px solid black; height: 25px;"></div>	Address:	<div style="border: 1px solid black; height: 25px;"></div>
	<div style="border: 1px solid black; height: 25px;"></div>		<div style="border: 1px solid black; height: 25px;"></div>
	<div style="border: 1px solid black; height: 25px;"></div>		<div style="border: 1px solid black; height: 25px;"></div>
	Postcode		Postcode
Telephone N^o:	<div style="border: 1px solid black; height: 25px;"></div>	Telephone N^o:	<div style="border: 1px solid black; height: 25px;"></div>
E-mail:	<div style="border: 1px solid black; height: 25px;"></div>	E-mail:	<div style="border: 1px solid black; height: 25px;"></div>

Are you willing for this referee to be approached prior to the interview?

Yes No

Are you willing for this referee to be approached prior to the interview?

Yes No

Section 10 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other white background

(please give details):

D. Black or Black British

Black African

Black Caribbean

Any other Black background

(please give details):

B. Mixed

White & Black African

White & Black Caribbean

White & Asian

Any other Mixed background

(please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background

(please give details):

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

(please give details):

Gender

Male

Female

Disability

Disability is defined as "physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities".

Do you consider yourself disabled?

Yes

No

If yes, please give details in the box on the right:

Age Group (please circle as applicable):

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

Disability Details

Section 11 Declaration

A. Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately, applicants who do not hear from us must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post. If you would like to know if we have received your application form, please enclose a stamped addressed post card.

B. Data Processing Consent

I, _____ [Your name], hereby give my consent to Bluebirds Childcare LTD to process the following information:

Personal data

- Name
- Date of birth
- Contact details, including telephone number, email address and postal address
- Experience, training and qualifications
- CV
- National insurance number
- Any other relevant personal data

Sensitive personal data

- Disability/health condition relevant to the role
- Criminal conviction
- Any other relevant sensitive personal data

I consent to Bluebirds processing the above personal data for the following purposes:

- Recruitment purpose.
- For the Company to process with or transfer my personal data to their clients in order to check my suitability for the post I applied.
- For the Company to process my data on a computerised database in order to make decision on my application.

I also consent to the Nursery processing my personal data with third parties for the purposes of internal audits and investigations carried out on the Company to ensure that the Company is complying with all relevant laws and obligations.

The consent I give to the Company will last for at least 3 years, or more where the Company has a legal requirement to retain the data for a longer.

I am aware that I have the right to withdraw my consent at any time by informing the Company that I wish to do so.

Signed by Applicant:	
Date:	

C. Privacy Notice

I have read the privacy notice for job applicant

Section 12 Safeguarding Statement

Bluebirds is committed to safeguarding and promoting the welfare of children and young people and expect all applicants to share this commitment.

Do you agree to share this commitment? Yes/No *(please circle as applicable)*

Section 13 How did you learn about the job

Referral

Family/Friends

Colleague

Others *(Please State)*

Search Engine

Please State)

Job Advertisement

(Please State)

Website

(Please State)

Others

Please State)

RETURNING THIS FORM



Please Return to:

The Manager,
Bluebirds Day
Nursery 68
London Road
Grays
Essex
RM17 5XX