

Application Form

Please complete in black ink or type and return to:

Email your form to: [littlesparrows@hotmail.co.uk](mailto:littlesparrows@hotmail.co.uk) you may also attach a copy of your CV.

Nursery Address Little Sparrows Nursery POST any documentation to 10,Albany Road

47, New Road Hersham

Esher Surrey

Surrey, KT10 9NU KT12 4HE

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| Job Title | |  | |  | | | |  |
| **PERSONAL DETAILS** | | | | | | | | |
| Surname: | |  | | | Title: | | |  |
| First Names: | |  | | |  | | |  |
| Address: | | | | | | | | |
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| Postcode: |  | | Date of Birth: | | |  | | |
| Home Tel. No. |  | | Work Tel No. | | |  | | |
| Mobile No. |  | | E-mail Address | | |  | | |
| Do you have a current driving licence? | | |  | | | |  | |
| National Insurance Number: | | |  | | | | |  |
| **EDUCATION AND QUALIFICATIONS** | | | | | | | | |
| **SECONDARY EDUCATION** | | | | | | | | |
| Name of School/College | | Courses & Examination Taken With Results | | | | | | Date |
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| **FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS**  **Including EARLY EDUCATION AND PLAYWORK QUALIFICATIONS** | | | | | | | | |
| Name of College/University | | Qualification  (e.g. BTEC, HND, Degree, NVQ) | Grade/Class | | | | | Date |
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| **EMPLOYMENT HISTORY** | | | | |
| **Please give details of all employment, both full and part time, paid or unpaid.**  List the information in order, most recent position first. | | | | |
| Name and address of present or most recent employer | Position held and nature of work | Dates | Reason for leaving | Salary and Benefits |
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| Previous employment name and address | Position held and nature of work | Dates | Reason for leaving | Salary and Benefits |
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| **OTHER EXPERIENCE** | | | | |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please make sure that you include:   * Information about your past experience in Childcare/ Playwork. * Details of any relevant experience gained at work in a voluntary capacity, or at home. * Details of relevant training or positions of responsibility.   It is vital that you complete this section. We need as much information about you as possible in order to decide whether or not to invite you to an interview. | | | | |
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| **REASON FOR APPLICATION** | | | | |
| Please say briefly why you are interested in the post, and mention anything else in support of your application. | | | | |
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| **If you are applying for the position (Part- Time) please write your available days below.**  **Would you consider a Covering staff (bank staff position)** | | | | |
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| **REFEREES** | | | | | | | |
| **References**   * *References will only be sought for shortlisted candidates.* * *May we approach your referees without further reference to you?* ***YES / NO*** *The first reference* ***must*** *be your present or most recent employer* * *If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.* * *If you are not currently working with children but have done so previously the second reference* ***must*** *be that employer.* | | | | | | | |
| **Referee 1** | | | | | **Referee 2** | | |
| Name  Occupation  Address  Email  Tel No. |  | | | | Name  Occupation  Address  Email  Tel No. |  | |
| May we contact this referee now? YES / NO | | | | | May we contact this referee now? YES / NO | | |
| When would you be available to start? | | | | | | | |
| Appointments which will involve substantial access to children are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974. Where this is the case you will be advised, if you are selected for appointment, that you will be required to declare any convictions, cautions and bind-overs, including those regarded as spent. Selected applicants will be required to undertake a DBS check at a level appropriate for the post.  Have you been disqualified from working with children? yes/no  Do you have any convictions, court orders, reprimands and warnings that may affect your suitability to work with children, or if any person living in their household is ‘disqualified’ from registration with Ofsted? yes/no  If you have any further details or information, please provide details on a separate sheet in an envelope marked CONFIDENTIAL | | | | | | | |
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| **DISABILITY** | | | | | | | |
| Little Sparrows Nursery invites applications from suitable qualified disabled people. | | | | | | | |
| Do you have a health problem or disability which may be relevant to your application: YES / NO | | | | | | | |
| If yes, would you like to describe your health problem or disability? | | | | | | | |
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| **WHERE DID YOU SEE THIS POST ADVERTISED?** | | | | | | | |
| Please complete this section. It helps us to monitor the success of our advertising. | | | | | | | |
| As regards to the new GDPR regulations. Please sign to agree that all the information above is correct and that we have permission to use your information for the purpose of this application. | | |  |  | | |  |
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| Signature of applicant ……………………………. Date …………………………. | | | | | | | |
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