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| **APPLICATION FOR EMPLOYMENT** |

Thank you for your interest in working for Upsadaisy Nursery. Here are some guidelines to help you fill in our Application Form.

The Job Description and Health Information Sheet need to be read before completing this application form.

Return your completed form to:

**The Manager**

**Upsadaisy Nursery**

**551 Bellhouse Road**

**Sheffield**

**S5** **0ER**

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| **For Office Use Only** |  |
| Job Title | Successful Yes/No |
| Interviewed Yes/No | References Returned Yes/No |
| Date Offered | Date Accepted |
| DBS Date | Update Service |
| Start Date |  |

|  |  |
| --- | --- |
| Surname/Family Name |  |
| Given Name |  |
| Address |  |
|  |  |
| Postcode |  |
| Telephone home |  |
| mobile |  |
| e-mail address |  |

**Employment –** Details of present or most recent employment

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| --- | --- | --- |
| Job Held | Employer and Address | From – To |

Brief details of main duties/responsibilities

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| Length of notice required or date you could start |

**Employment History –** please give details of allprevious jobs since leaving full time education. Full details should be given for all periods not accounted for (eg unemployment/voluntary work/raising a family)

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| --- | --- | --- | --- | --- |
| Employer | Job Held | Reason for leaving | From | To |
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**Qualifications/Training –** Please give details of any qualifications obtained and training courses undertaken (that are relevant to the job) together with dates.

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| --- | --- | --- |
| Qualifications/Training | From | To |
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| **Suitability for the job**  Please state why you think you are suitable for this job. We will seek to match the information you provide against the job description. Therefore, you should ensure that you address each point identified in the job description and provide evidence of relevant experience and skills, including areas other than paid work. |
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The post you are applying for is subject to an order under Section 4 (4) of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are `spent` under the provisions of the Act. If you are to be recommended for the post you will be subject to a Disclosure and Barring Service check. This will be an **Enhanced** disclosure.

You must, therefore, disclose any convictions, cautions, warnings, reprimands binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal or a dismissal or disciplinary action.

Any information given will be completely confidential.

I have read the above statement, and I have no convictions to declare

I have convictions to declare

If you have convictions to declare, set down the details on a separate sheet and place in a sealed envelope marked `private and confidential`.

Have you ever been dismissed from employment from any other employer?

Yes  No 

Please give the names and addresses of two people to whom we may contact for references. Referee 1 should be your present or most recent employer.

Referee 1

Referee 2

**References are taken up for candidates who are offered a position.**

**DECLARATION**

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to my being dismissed if appointed to the post.

Signature: Date: