

Which Branch are you applying for?

Kingswood Daycare Nursery 31-39 Miles Road CR4 3DA ☐

Kingswood Early Years Nursery 157 London Road CR4 2YR ☐

Application for the post  
of:

\_\_\_\_\_

When would you be  
available to start?

\_\_\_\_\_

## Personal details

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

Work no: \_\_\_\_\_ Can we ring you at work? Yes ☐ No ☐

Email  
address: \_\_\_\_\_

Do you require a VISA to work in the UK? Yes ☐ No ☐

If yes, please share your right to work evidence. Eg. Share code or work status

## References

Any job offer is subject to satisfactory references and checks. You will not be able to start employment until both references have been returned and verified.

Please provide the names and full addresses of two people who can verify or confirm your employment record from the past five years. One must be your line manager at your current or most recent employer. You must not use relatives, partners, or friends as referees. Character references may only be used if you have no previous employment history.

If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children, whether current or expired; whether you have been subject to any child protection concerns; and the outcome of any related investigations. If you are not currently working with children but have done so previously, these matters will be raised with your former employer.

### Reference 1

Name: \_\_\_\_\_

Position held and relationship to you: \_\_\_\_\_

Organisation name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone no: \_\_\_\_\_ Email address: \_\_\_\_\_

May we contact the referee before interview? Yes ☐ No ☐

### Reference 2

Name: \_\_\_\_\_

Position held and relationship to you: \_\_\_\_\_

Organisation name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone no: \_\_\_\_\_ Email address: \_\_\_\_\_

May we contact the referee before interview? Yes ☐ No ☐

## Reference 3

Name: \_\_\_\_\_

Position held and relationship to you: \_\_\_\_\_

Organisation name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone no: \_\_\_\_\_ Email address: \_\_\_\_\_

May we contact the referee before interview? Yes ☐ No ☐

## Reference 4

Name: \_\_\_\_\_

Position held and relationship to you: \_\_\_\_\_

Organisation name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone no: \_\_\_\_\_ Email address: \_\_\_\_\_

May we contact the referee before interview? Yes ☐ No ☐

## Reference 5

Name: \_\_\_\_\_

Position held and relationship to you: \_\_\_\_\_

Organisation name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone no: \_\_\_\_\_ Email address: \_\_\_\_\_

May we contact the referee before interview? Yes ☐ No ☐

## Recruitment monitoring form – confidential

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purpose of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether to invite you to interview or offer you employment. As an equal opportunities' employer, we aim to ensure that no job applicant or employee receives less favorable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for: \_\_\_\_\_

Name (forenames and surname in full): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

If you are invited to attend an interview or take up employment and require special arrangements, please give details below:

Do you consider yourself to have a disability? Yes ☐ No ☐

Gender: Male ☐ Female ☐

I would describe my race or ethnic origin as (please tick appropriate box):

<u>White</u>	<u>Black</u>	<u>Asian</u>
British White <input type="checkbox"/>	Black British <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
White Irish <input type="checkbox"/>	Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
other White <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
	Black other <input type="checkbox"/>	Asian other <input type="checkbox"/>

  

<u>Chinese</u>	<u>Mixed</u>
Chinese <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>
other Chinese <input type="checkbox"/>	White and Black African <input type="checkbox"/>
	White and Black Asian <input type="checkbox"/>

Other please state:

Please complete this section as the post is exempt from the provisions of the Rehabilitation Act 1974. As you are applying to work with children you are required to tell us about any convictions, cautions or criminal charges, whether they are regarded as spent.

If you are appointed, we will ask you to complete a disclosure application from the Criminal Records Bureau. Having a criminal record will not necessarily bar you from employment with us, but refusal to undergo a check may mean that you cannot be considered for the job.

List 99 contains the names, dates of birth and teacher reference numbers of people whose employment has been barred or restricted, either on grounds of misconduct or medical grounds.

Have you ever been convicted, cautioned, or reprimanded for a criminal offence or bind-over?

Yes ☐ No ☐

Are you on List 99, disqualified from work with children, or subject to any sanctions imposed by a regulatory body (for example the General Teaching Council)? If 'yes' please give details,

Yes ☐ No ☐

Are you on either of the two lists banning you from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)?

Yes ☐ No ☐

If yes, please give details and dates in the space provided below or fill in on a separate sheet in an envelope marked CONFIDENTIAL.

Are you currently on the update service?

Yes ☐ No ☐

National Insurance  
Number: \_\_\_\_\_

How did you find out about this vacancy? (If there is a website or advertisement please give the name.)  
\_\_\_\_\_

I consent to Kingswood holding the data in the equal opportunities section of this form in their database and manual file.

I declare that the information I have given on this form is correct and I understand that if the information I supply is not accurate or is false, you could withdraw from an offer of employment or dismiss me.

I understand that if I do not agree to this declaration, you cannot consider my application.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Qualifications achieved (start with the most recent)**

Secondary schools, colleges, universities	From	To	Brief details of course and qualifications taken	Grade

**Study currently being undertaken:**

Secondary schools, colleges, universities	From	To	Brief details of course and qualifications taken	Grade

**Professional or other qualifications, apprenticeships, memberships of professional Organisation:**

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**Other training you have received which you consider relevant: E.g First aid, Safeguarding, SEN**

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## Full Employment History

Current/most recent employment:

Name and address of  
Employer full name and  
address:

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Start date: 

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End date: 

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 Notice required: 

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Job title: 

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 Basic salary  
per  
annum: 

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Brief description of  
duties: 

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Reason for leaving: 

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Other employment/career history starting with the most recent:

*Please give your full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary).*

Post	From	To	Employer/Organisation name and address	Reason for leaving
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Please give details of other interests, including involvement in voluntary Organisation', which you consider relevant:

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## Experience/relevant skills

*Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each of the criteria detailed on the person specification and provide examples of how you meet these.*



*If you need to continue beyond this page of the form, please use A4 sized white paper.*

Do you have a driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have access to a vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have access to public transport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any relationship (i.e. family, friends) with anyone working for the provision?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Declaration

*Any of the above particulars may be subject to verification. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or withdrawal of any offer of employment.*

*I declare that the information given on this is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.*

*I understand that the early years setting may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the setting.*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this application form with your completed employee disclosure and barring declaration and consent form in an A4 sized envelope marked 'CONFIDENTIAL' to:

Ashia Siddik  
Kingswood Day Care Nursery LTD  
31-39 Miles Road  
Mitcham  
CR4 3DA

Or

You can email your application form to: [info@kingswooddaycarenursery.co.uk](mailto:info@kingswooddaycarenursery.co.uk)