

# Teddies Nurseries Staff Application Form.



Nursery location ..... Position applied for .....

Where did you see the post advertised? .....

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## Personal details.

Title: Mr/Mrs/Miss/Ms/other.....

Surname.....

Forename(s).....

Current address.....

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Post code.....

Home telephone.....

Mobile.....

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## Work eligibility.

Are you eligible for employment in the UK?

Yes  No

Do you have any endorsements in your passport which limit your stay or length of employment in the UK?

Yes  No

Do you require a work permit to work in the UK?

Yes  No

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## Secondary Education.

Schools attended	Examinations passed. Include subject and grade achieved.

## Further education / Professional qualifications.

College/ university attended	Examinations passed/ qualifications gained. Include subjects and grade achieved.



**Current employment details.**

Name and address of current employer	Job title	
	Salary	
	Date employment commenced	
	Notice period	
	Reason for leaving	
Brief outline of duties and responsibilities.		

**Previous employment** ( in chronological order)

Employment history should cover all periods of employment over the last 3 years.

Date from	Date to	Employers name and address including nature of business	Job title	Reason for leaving

**Employment summary.**

Please provide a summary of all previous employment not included in the above. *Please continue on a separate sheet if necessary.*

Employers name and address including nature of business.	Job title and brief outline of duties	Reason for leaving.

**Further information.**

Please provide details of any additional training or voluntary work that you have undertaken that may support your application.

*Please continue on a separate sheet if necessary.*

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**Referee details**

*Please note that no references will be taken up until a job offer has been made. All job offers are subject to receipt of satisfactory references.*

Your referees should cover all periods of employment over the last 3 years. Please note if you are currently studying and not in employment one of your referees should be your tutor. In the absence of an employment reference you should supply details of someone who can provide a character reference. Referees cannot be relations, neighbours or friends.

**Referee details**

Name.....  
Job title .....  
Full address.....  
.....  
.....Post code.....  
Dates of employment.....  
Telephone number.....  
Fax number.....  
Email address.....

**Referee details**

Name.....  
Job title.....  
Full address.....  
.....  
.....Post code.....  
Dates of employment.....  
Telephone number.....  
Fax number.....  
Email address.....

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**Disability.**

It is the policy of Teddies Nurseries to actively encourage applications from people with disabilities.

Do you consider yourself to have a disability?    Yes     No

If 'YES' please state the nature of your disability.....

Are there any adjustments we could consider to help you with the application process, or if successful to perform the job applied for?  
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**Health.**

All applicants offered employment will be required to complete a health questionnaire and may be required to undergo a medical examination.

How many days sickness have you had in the last 12 months? .....

Please provide brief details.....  
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**General performance.**

Have you been through a formal disciplinary process? Yes  No

If 'YES' please provide brief details.....  
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**Rehabilitation of Offenders Act 1974**

Owing to the nature of the work for which you are applying, jobs and assignments are exempt from the provisions of Section 4.2 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.

Failure to disclose such convictions could result in disciplinary action, up to and including dismissal.

Any information given will be completely confidential and will be considered only in relation to the position from which you have applied.

Have you ever been convicted or served a caution for a criminal offence? Yes  No   
(include any spent convictions)

If 'YES' please state the nature of the conviction/caution and the date  
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**Declaration.**

I declare that all of the information provided on this application form is accurate and true. I understand that any false information provided may lead to disciplinary action, up to and including dismissal.

Signature..... Date.....

**If you need any help in completing this application form please do not hesitate to contact a member of the recruitment team on 0800 634 0189.**

