



APPLICATION FORM - CONFIDENTIAL

The information on this application form will be used to evaluate your suitability for employment with Bright Stars Childcare and Education Ltd.

Bright Stars Childcare and Education Ltd are committed to safeguarding and promoting the welfare of children and expects all staff, students and volunteers to share this commitment.

We aim to ensure that our recruitment process is flexible and supportive to individual needs. Please contact Bright Stars Childcare and Education Ltd if you need any assistance in completing the application form, or if you need information in an alternative format. If you are invited for an interview, you can indicate if you need any assistance or reasonable adjustments in order to attend and wherever possible we will make the necessary arrangements.

Position Applied for:

Setting:

1. Personal Information:

Forename/s	Surname	D.O.B
Preferred title (Mr, Mrs etc.)	Known as	
Home Address	Home telephone number	
	Mobile telephone number	
	Email address	
Postcode		

2. Education and Qualifications:

Dates (From/To)	Secondary School/college/university/training organisations	Qualifications	Subject	Grade Obtained

3. Employment history

Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment; travel etc. in the space provided so there are no gaps in the record. (If you have additional previous employment, please give details on a separate sheet using the same format).

Date From/to (month/year)	Employers name and address and nature of business	Job title and brief description of duties	Current salary or final salary (for last post) and reason for leaving

4. **Gaps in your employment**-Please provide information regarding any gaps in employment.

From (month/year)	To (month/year)	Reason

5. Relevant Experience

Please tell us about any relevant skills or experiences that may support your application.

6. References

Please supply the name and contact details of at least two referees who can comment on your suitability for this position. You may also provide the name of a personal referee in addition to your employment references if you wish.

Please note that we will contact these referees if you are short listed for this this post as part of the interview process and prior to any offer of employment.

Current Employer		Previous Employer	
Name		Name	
Job title		Job title	
Organisation		Organisation	
Address in full		Address in full	
Tel Number		Tel Number	
Email		Email	
In what capacity do you know them?		In what capacity do you know them?	

Please continue with references on a separate sheet if necessary.

7. Notice Period

If appointed please let us know your current notice period:

8. Health and Wellbeing

Please list below any health, well-being, medical conditions or learning disabilities that we may need to be aware of or that you may need further support with (If successful with the post, you will be required to complete a Health Declaration as part of our Induction process)

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9. Criminal Records, Disqualification and Declaration

Are you subject to any current disciplinary action or legal proceedings?

YES	No	If YES please give details

Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police. ('Spent' or 'unspent')?

Yes	No	If YES please give details of all offences, penalties and dates

Are you disqualified from working with children or vulnerable adults?

Please note that if your application is successful, you will be required to obtain a 'Disclosure' from the DBS. Employment will be conditional upon the results of the 'Disclosure' obtained which will indicate your suitability to work with children.

10. Do you have the right to work in the UK? Yes No

Evidence will be sought. We will use guidance from KCSiE for individuals who have lived or worked outside the UK to determine if an overseas check is required.

11. Signed Declaration

I confirm that the information I have given is correct and complete and that any false statements or omissions may result in dismissal without notice.

Signed

Dated

Please return the completed application form to the address below. Please note if you are returning the application form via email attachment a hand written signature will be obtained as part of the interview process.

The Manager
Bright Stars Nursery
C/o The White Horse Children's Centre
Eden Vale Road
Westbury
Wiltshire
BA13 3NY
Tel: 01373 827076