



**APPLICATION FOR EMPLOYMENT**

**Confidential**

<b>Position Applied for</b>	
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<b>Where did you see the job advertised</b>	
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**Personal Details**

<b>Mr/Mrs/Miss/Ms/other</b>	<b>Surname</b>
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<b>Forename(s)</b>
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<b>Address:</b>	<b>Daytime telephone No:</b>
	<b>Evening telephone No:</b>
	<b>Nationality:</b>

<b>E-mail address :</b>	<b>National Insurance No:</b>
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**Present or Most Recent Employment**

<b>Employer:</b>	<b>Date Joined:</b> <b>Date Left:</b>
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<b>Job Title:</b>	<b>Current notice period:</b>
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<b>Main Duties:</b>
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**YORK CHILDCARE**  
day nurseries

01904 409763

headoffice@yorkchildcare.co.uk

www.yorkchildcare.co.uk

<u>Previous Employment</u>				
Dates		Employer and Position Held	Please provide a brief description of your main duties	Reason for Leaving
From:	To:			

<u>Education, Qualifications and Training relevant to the position you are applying for</u>			
From	To	School / College / University / Training Establishment	Qualification Obtained



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**Please explain any gaps in your Education and Employment history below:**

Please give details of any medical condition which may significantly affect your performance in the job for which you are applying:

**Skills, Experience and Knowledge**

Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application.



**References**

Please give the names and addresses of two people, not relatives, one of whom should be your present employer (or last employer or college lecturer if not currently employed) who can comment on your suitability for this post. Where possible please give email addresses – thank you.

<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Address</b>
<b>E-mail</b>	<b>E mail</b>
<b>Telephone No</b>	<b>Telephone No</b>
<b>Relationship to you</b>	<b>Relationship to you</b>
May we take up reference without contacting you beforehand? YES / NO	May we take up reference without contacting you beforehand? YES / NO

**Declarations**

Have you ever been dismissed from a post because of misconduct or resigned whilst disciplinary action has been taken against you? YES / NO

If so, please give further details on a separate piece of paper.

Have you ever been convicted of a criminal offence? (Please note that these posts are exempt from the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1986)

YES / NO

If so, please give details on a separate piece of paper.

*Please read the following carefully before signing this application*

I understand that a criminal record check, and other suitability checks required under relevant legislation will be necessary in connection with this post, and that my appointment would be subject to satisfactory clearance. I also understand that any offer of employment will be subject to satisfactory references.

I declare that the information given on this application is to the best of my knowledge true and complete. I understand that any untrue **or** misleading information will give the employer the right to reject my application, to withdraw any employment contract offered or, if employed, to dismiss without notice.

Signed	Dated
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If you have answered YES to any of the questions, please provide further information below:

**Declaration**

I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability to care for children.

I will ensure that I notify my manager of any convictions, cautions, court orders, reprimands or warnings I may receive.

I am aware that if I am taking medication on a regular basis that I must notify my employer and must keep the medication in a safe place, out of reach of children in accordance with the Safe Storage of Medicines Procedure.

I will ensure I notify my manager if I experience any health concerns which could impact on my ability to work with children.

I give permission for my employers to contact any previous settings, local authority staff, the police, Local Authority staff including the LADO, the DBS or any medical professionals to share information about my suitability to care for children.

Name

Signature

Date

Manager's signature

Please record any follow on action taken and dates where relevant:

York Childcare are committed to protecting the privacy of all of our candidates and clients. Following some recent changes to data protection laws we have updated our Privacy Policy. To view a copy and to help you understand how we collect, use and process your personal data please visit <http://www.yorkchildcare.co.uk/policies-and-procedures/> and download our GDPR YC Privacy Notice.

**Completed forms should be returned to:**

**HR Department - York Childcare Ltd, The Pavilion, Rawcliffe Lane, York, YO30 6NP OR emailed to [recruitment@yorkchildcare.co.uk](mailto:recruitment@yorkchildcare.co.uk) by 9am on the closing date indicated.**