



Application for Employment

Please return completed forms to:

Jessica Dolan, Solihull Day Care, Park Avenue B91 3EJ

jess@solihulldaycare.co.uk

Vacancy Details	
Job Title	
Closing Date	

Personal Details			
Full Name			
Address			
Telephone Numbers	Daytime	Evening	Mobile
Email address			
NI Number			
Please indicate if you are happy to receive correspondence via your email address, e.g., invite to interview letter.			Yes / No

Present or Most Recent Employer				
Name and full Postal Address of Employer				
Job Title			Salary	
Date From	Date to	Notice Period		
Reason for Leaving				
Please provide brief details of duties and responsibilities				

Employment History			
It is essential to include details of <u>ALL</u> employment, including any breaks in employment history and the reason for the break. References may be sought from your previous employers. Please indicate if you wish to be consulted before they are approached			Yes / No
Name/Address/ Tel. No. Of Employer	Dates (From/To)	Job Title and Salary	Reason For Leaving

Relevant Qualifications and Education		
Relevant Qualification	Result / Grade	Date Obtained

If you are invited to interview, you will be asked to bring your original certificates with you.

Relevant Training		
Date	Course Title	Organising Body

References			
Please provide details of two references, one of whom must be your current or most recent employer. Family members may not be used as referees. Any offer of appointment will be subject to references which are satisfactory to our purposes.			
First Reference (current or most recent employer)			
Referee Name		Job Title	
Organisation			
Full Postal Address			
Telephone No		Email Address	
Relationship to you			
Second Reference			
Referee Name		Job Title	
Organisation			
Full Postal Address			

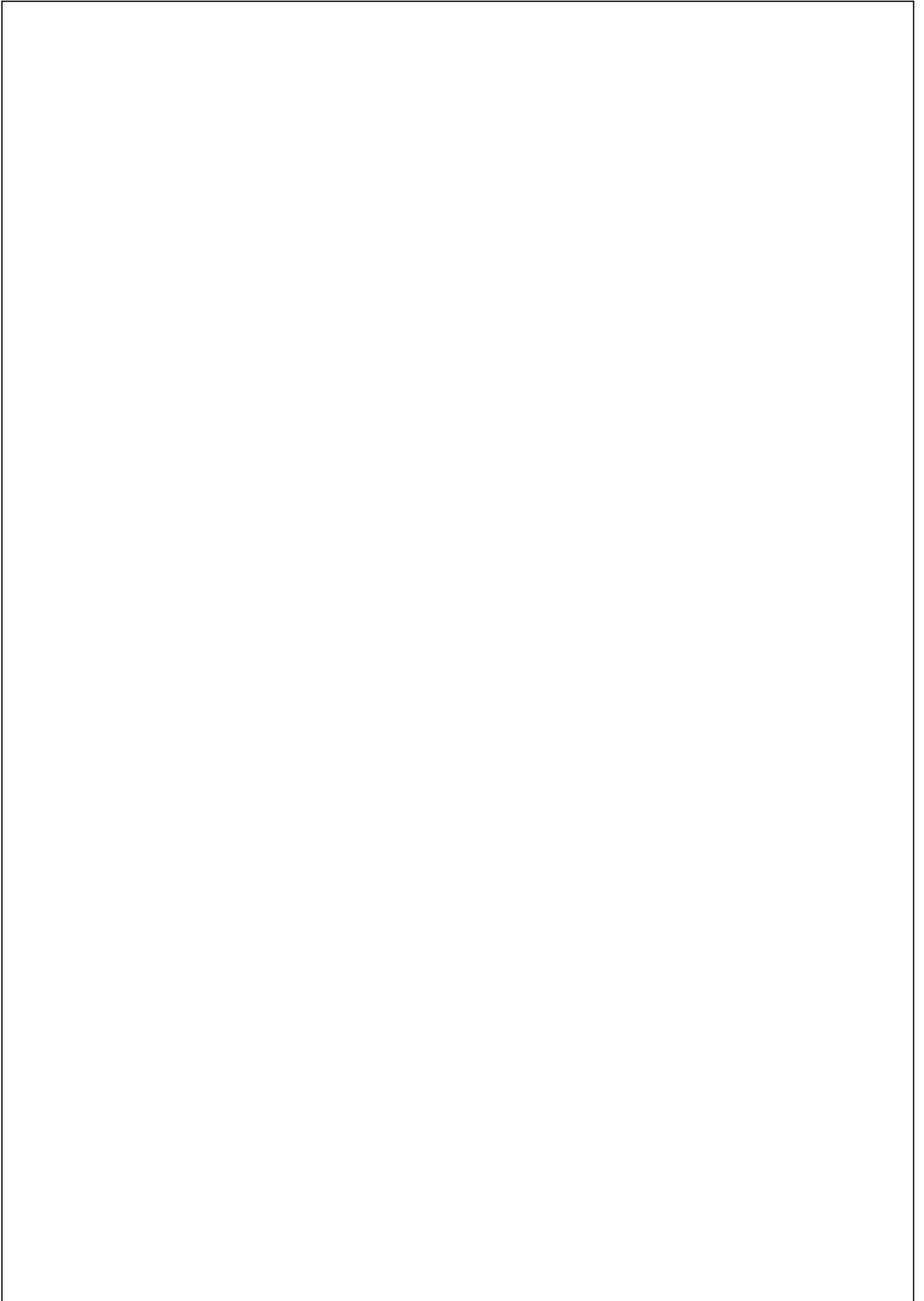
Telephone No		Email Address	
Relationship to you			
Can references be taken up prior to interview?			Yes / No

Rehabilitation of Offenders	
<p>This post involves working with children and is therefore exempt from the provisions of the Rehabilitations of Offenders Act 1974. You must, therefore, disclose details of cautions, reprimands, final warnings and convictions, including 'spent' convictions. Any failure to disclose such information could result in disciplinary action or dismissal by the company.</p>	
<p>Have you, at any time, received, or do you have pending, a caution, reprimand, final warning or conviction?</p>	Yes / No
<p>If 'yes', please give full details below</p>	

Relevant Skills and Experience



Please demonstrate here how you meet the criteria on the person specification. You can include experience or knowledge you have gained through paid or unpaid work. This statement will be used to assess whether you will be invited to interview.



Safeguarding

Safeguarding is everyone's responsibility. As a Children's Day nursery we are committed to protecting children and our policy is to carry out a DBS check and obtain references for every new member of staff before they are appointed to the role. By signing this application form and returning it to apply for the position, you are confirming that you agree to a DBS check and reference checks to assess your suitability to work with children.

If you have any concerns about the safety or welfare of a child, please contact a member of staff or telephone 0121 274 0255.

General Data Protection Register

Solihull Day Care takes your privacy seriously and will only use your personal information to assess your suitability for the position you have applied for. This includes writing for references and carrying out a DBS check. If you are successful and appointed to the job role, we will hold your information in a staff file in a secure filing cabinet. If you are unsuccessful at interview, your information will be stored for 6 months and then destroyed. Your data is held in secure data centres and can only be accessed by authorised personnel. Personal information will not be shared with any third parties.

Please tick against each statement to confirm you have read the above and consent to us holding your personal data

- We will keep a copy of this application form and interview notes for 6 months from the date of interview.
- If you are appointed to the role, we will apply for references, and a DBS check to confirm your suitability and check your identify documents, qualifications and evidence of your UK address. This information will be held on your staff file.
- You have the right to see where and what information we hold on your staff file and object or rectify if it is incorrect.

Ticking the above boxes and signing below confirms you have read and understood the above statements and give us consent to contact you regarding relevant matters.

Declaration :

I confirm that the information contained in this application is, to the best of my knowledge, correct. I understand that my application may be rejected or that I may be dismissed, without notice, for withholding or giving false information. I give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 1998 and subsequent legislation.

Signed:

Date: