



Oaklea House Day Nursery  
London Road  
Hook  
Hampshire  
RG27 9LA  
Tel: 01256 766980

### APPLICATION FORM

Please complete all sections fully and return to Oaklea House for consideration, thank you.

**Please return by:**

Job Title:

#### PERSONAL DETAILS

Surname:

Title:

First Name:

Address:

Post Code:

Date of Birth:

Home Tel. No.

Work Tel No.

Mobile No.

E-mail Address

National Insurance No.:

Do you have a current driving licence?

Do you own / have use of a car?

**EDUCATION AND QUALIFICATIONS**

**SECONDARY EDUCATION:**

<b><u>Name of School/College</u></b>	<b><u>Course &amp; Examination Taken With Results</u></b>	<b><u>Date</u></b>

**FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS**

Including Early Education and Playwork Qualifications

<b><u>Name of College/University</u></b>	<b><u>Qualification (e.g. BTEC, HND, Degree, NVQ)</u></b>	<b><u>Grade/Class Date</u></b>

### EMPLOYMENT HISTORY

Please give details of all employment, both full and part time, paid or unpaid.

List the information in order, most recent position first.

<u>Name and address of present or most recent employer</u>	<u>Position held and nature of work</u>	<u>Dates</u>	<u>Reason for Leaving</u>	<u>Salary and Benefits</u>
<u>Previous employment name and address</u>	<u>Position held and nature of work</u>	<u>Dates</u>	<u>Reason for Leaving</u>	<u>Salary and Benefits</u>

## **OTHER EXPERIENCE**

**You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please make sure that you include:**

- **Information about your past experience in Childcare/Playwork.**
- **Details of any relevant experience gained at work in voluntary capacity, or at home.**
- **Details of relevant training or positions of responsibility.**

**It is vital that you complete this section. We need as much information about you as possible to help with our recruitment process.**

## **REASON FOR APPLICATION**

**Please say briefly why you are interested in the post, and mention anything else in support of your application.**

## REFEREES

Please give the names and addresses of two referees – one must be from your present or most recent employer.

<b>Referee 1:</b> <b>Name:</b> <b>Occupation and Position:</b> <b>Email Address:</b>  <b>Tel. No.</b>		<b>Referee 2:</b> <b>Name:</b> <b>Occupation and Position:</b> <b>Email Address:</b>  <b>Tel. No.</b>	
<b>May we contact this referee now?</b> <b>YES / NO</b>		<b>May we contact this referee now?</b> <b>YES / NO</b>	

When would you be available to start work?

## WHERE DID YOU SEE THIS POST ADVERTISED?

Please complete this section. It helps us to monitor the success of our advertising.

## SELECTION ARRANGEMENTS

Should you require any special arrangements for interview or any other selection procedure, please let us know, ie mobility access, use of signer/interpreter, access to disability parking, etc.

## REHABILITATION OF OFFENDERS ACT 1974

Have you ever been convicted of any criminal offence

YES

NO

If yes, please supply details:

## ASYLUM AND IMMIGRATION ACT 1996

Do you have any restrictions on taking up employment in the U.K?

YES

NO

If yes, please supply details:

Are you eligible to work in the U.K?

YES

NO

**Declaration:**

**I confirm that all details supplied are up to date and correct to the best of my knowledge. Failure to produce any required information may result in the withdrawal of your application.**

**Please note that any unsuccessful applications/ interview notes will be retained for 6 months from the date of interview. This is in line with our GDPR Data Protection policy. You may request to see a copy of our Staff Privacy Policy for more information at any time following your application.**

**Signature of applicant: ..... Date.....**

**Thank you for your application. We will review this and contact you if we would like to progress your application further.**