

Job Application Form

Please complete this form in type or black ink. All questions must be answered in the boxes provided.

Post:	Closing Date:												
A: PERSONAL DETAILS													
Title (Mr/Mrs/Miss/Ms/Other: _____ First name (s) : _____ Surname(s): _____ Address: _____ Post Code: _____ Date of Birth (optional): _____ Place of Birth: _____ Mobile: _____ Home Tel: _____ Work: _____ Can we ring you at work? YES/NO Email address: _____ Next of Kin (name): _____ Relationship to you: _____ Kins Contact Number(s): _____													
B: REFERENCES													
<p>Please give the names and addresses of two people who can verify or confirm your employment record. One should be your present or most recent employer. The referees should be your immediate line manager, if this is not the case please give details of relationship.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;">Name: _____</td> <td style="width: 50%; padding: 5px;">Name: _____</td> </tr> <tr> <td style="padding: 5px;">Position: _____</td> <td style="padding: 5px;">Position: _____</td> </tr> <tr> <td style="padding: 5px;">Address: _____</td> <td style="padding: 5px;">Address: _____</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Tel: _____</td> <td style="padding: 5px;">Tel: _____</td> </tr> </table> <p>Verification is normally sought after interview. Please indicate whether your references can be approached before the interview. YES/NO</p>		Name: _____	Name: _____	Position: _____	Position: _____	Address: _____	Address: _____	_____	_____	_____	_____	Tel: _____	Tel: _____
Name: _____	Name: _____												
Position: _____	Position: _____												
Address: _____	Address: _____												
_____	_____												
_____	_____												
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C: REHABILITATION OF OFFENDERS ACT, 1974

Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.

Have you ever been convicted of any criminal offence and/or is a conviction pending? **YES/NO**

If **YES**, please give details of the conviction(s) and date(s) in the space provided below:

We are committed to taking the necessary steps to safeguard and promote the welfare of children. Therefore, it is the prospective employee and/or employee's responsibility to disclose convictions and/or pending convictions during recruitment and throughout employment.

Do you need a work permit to work in the UK? **YES/NO** National Insurance Number: _____

D: QUALIFICATIONS ACHIEVED

Secondary School, Colleges, Universities:	From:	To:	Brief Details of Courses:	Grade:

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Study currently being undertaken:				
Secondary School, Colleges, Universities:	From:	To:	Brief Details of Courses:	Grade:
Professional or other qualifications:				
Apprenticeships, Members of professional Organisations:	From:	To:	Brief Details of Courses:	Grade:
Other training you have received which you consider relevant:				
<hr/>				

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E. GENERAL HEALTH & DISABILITIES

DISABILITY OR HEALTH PROBLEMS DO NOT PRECLUDE FULL CONSIDERATION FOR THE JOB AND APPLICATIONS FROM DISABLED PERSONS ARE WELCOMED. WHERE POSSIBLE ADJUSTMENTS WILL BE MADE TO ACCOMMODATE DISABILITIES.

Do you have any disabilities which may be relevant to this Job Application? **YES/NO**

If so, please describe them: _____

Health

Have you had treatment for any condition relating to the abuse or misuse of drugs or alcohol within the last 5 years? Or are you currently taking any medication that can effect your ability to work with children?

YES / NO

If "YES" please provide brief details: _____

Please give number of sick days in last 12 months

Please give number of separate occurrences of illness in last 12 months

Have you ever been retired or had a contract of employment terminated with a past employer due to ill health?

If you answered yes, please state the reason: _____

Are there any known reasons why you think your present state of health may effect the way you look after or work with children? YES / NO

If so, please provide details:

F: DRIVING RECORD

Do you have a driving licence? **YES / NO** Do you have reasonable access to public transport? **YES / NO**

Have you ever been disqualified from driving, or had insurance refused? **YES / NO**

If "YES" please provide brief details: _____

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G: EMPLOYMENT HISTORY

Please provide details of all employment, beginning with your current or most recent employer:

Name: _____ Address: _____

Post Code: _____

Date Started: _____ Until: _____ Notice required: _____

Job Title: _____ Basic salary per annum: _____

Brief Description of Duties: _____

Reason for leaving: _____

Other employment/career history starting with the most recent:

For posts which involve working with children, please give full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary)

DATES		Employer: Name & Address	Position (s) held	Reason for leaving
From	To			

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H: VOLUNTARY & COMMUNITY WORK EXPERIENCE

Please give details of other interests, including involvement in voluntary organisations which you consider relevant:

I: EXPERIENCE/RELEVANT SKILLS

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. If you need to continue beyond these pages of the form please use the same size white paper:

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J: DECLARATION

I have read and understood the information supplied to me in relation to this Job position and the information requested in this Job Application Form. Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a withdrawal of any offer of employment.

I declare that all information given on this form is to the best of my knowledge correct and complete and can be treated as part of any subsequent contact of employment.

I will disclose to Sunnyside Nursery's Manager/Deputy Manager any convictions, cautions, court orders, reprimands, and warnings which may affect my suitability to work with children, whether received before or during my employment at Sunnyside Nursery. I will also disclose to the Manager/Deputy Manager of Sunnyside Nursery immediately if anyone I share a home with has any convictions, cautions, court orders, reprimands, and warnings that relate to children or vulnerable groups.

I understand that Sunnyside Nursery may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with Sunnyside Nursery; this includes information on health, disabilities and criminal records.

I give Sunnyside Nursery the right to follow up all references and to make any other job-related enquiries, including DBS disclosure, as may be deemed necessary.

IT IS AN OFFENCE TO KNOWINGLY SUPPLY FALSE OR PROVIDE MISLEADING INFORMATION, OR DELIBERATELY WITHHOLD RELEVANT INFORMATION THAT MAY AFFECT THIS APPLICATION.

Signature: _____ Date: _____

Please return in an A4 size envelope marked '**CONFIDENTIAL**'; to:

Name: Tara Loughheed

Address: Sunnyside Nursery, 93a Marsh Road, Luton, Beds, LU3 2QG

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SUNNYSIDE NURSERY IS AN EQUAL OPPORTUNITIES EMPLOYER

Sunnyside Nursery is committed to Equal Opportunities in Employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an Equal Opportunities Employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us to achieve our main aim by completing the following questions:

Position applied for:

Name: surname and forename(s) in full: _____

Date of Birth: _____ Gender: Male ☐ Female ☐

If you are invited to attend for interview or to take up employment, and require special arrangements, please give details below:

Disability:

Do you consider yourself to have a disability? Yes ☐ No ☐

Are you registered disabled? Yes ☐ No ☐

I would describe my race or ethnic origin as (please tick appropriate box):

White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	White Other <input type="checkbox"/>
Black African <input type="checkbox"/>	Black British <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>
Black Other <input type="checkbox"/>		
Bangladeshi <input type="checkbox"/>	Chinese <input type="checkbox"/>	Indian <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Other <input type="checkbox"/>	

How did you find out about this vacancy? (please give the name of the newspaper/journal/website)

I consent to Sunnyside Nursery holding the data in the equal opportunities section of this form

Signature of applicant: _____ Date: _____

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JOB DESCRIPTION: Nursery Nurse/Childcare Practitioner

Main Purpose of Role:

To be a proactive member of a staff team who provide a safe, stimulating and inclusive environment in which babies and young children are supported and encouraged to achieve their full potential. To offer full and practical support in the day to day running of the nursery.

Main duties of role:

Below is a list of tasks and responsibilities that you are obliged to fulfill in your role as a Nursery Nurse/Childcare Practitioner:

- To understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report nonattendance through sickness promptly and appropriately.
- To assist in providing a safe, supportive and caring environment for young children in the care of Sunnyside Nursery; to ensure that all aspects of each individual child's development are given full consideration.
- To ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning Rota, nappy changing and other nursery/housekeeping duties.
- To maintain and follow all Health and Safety policies and procedures at all times.
- To develop a thorough knowledge of all of the Nurseries operational policies and procedures; ensuring that they are followed and respected at all times.
- To be fully up to date with the requirements of the "Early Years Foundation Stage" and ensure that your practice meets and aims to exceed the requirements.
- To be proactive in the process of activity planning, child observation and development records on a regular basis and as requested by your supervisor and Nursery Manager.
- To follow all routines, duties, timetables, Rota, record keeping activities and any other reasonable duty as requested by your supervisor or Nursery Manager.
- To ensure that communication with children, parents and the staff team is polite and courteous at all times.

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- To share relevant information and ensure that information passed between parents and staff is communicated to your supervisor/Nursery Manager as appropriate.
- To be an effective key person to those children assigned to you and to take on other assigned responsibilities, as requested and advised by your supervisor in line with knowledge and experience.
- To maintain confidentiality about all issues related to children and their families; your own and other staff members issues and any other management or operational issues.
- Involvement and enrolment in Nursery training courses to be undertaken and completed which may, at various times, be outside normal working hours.
- To be involved in developing and delivering a stimulating and creative atmosphere within the group.
- To provide staff cover within the nursery group periodically, as requested by the Management team.
- To attend all mandatory training sessions and workshops (as advised by your manager).
- To attend staff meetings, professional development training and any other events as requested by your Nursery Manager.
- To support and mentor colleagues who are studying for NVQ childcare qualifications.
- To act as a role model for junior members of staff.
- To carry out any other reasonable additional duties as requested by your supervisor and/or Nursery Manager from time to time.
- To take responsibility for continued professional development by attending courses (in-house and external), receiving constructive feedback and reading relevant material.
- To understand and implement all Safeguarding procedures, including; identifying concerns, acting competently in the case of disclosures/concerns, recording safeguarding information competently using correct procedures, confidentiality
- To follow Safeguarding procedures in and out of the setting
- To support children to take 'safe-risks'

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Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) - without this candidates will be rejected

Desirable (D) – useful for choosing between two good candidates

Attributes	Essential	Desirable
Experience	Experience of working with children	Experience of working with children 2-5 years Experience of planning, monitoring and assessments of children's progress in a nursery setting. Demonstrate experience of working with people with a range of special needs.
Skills/abilities	Good communication skills both written and verbal Ability to form and develop appropriate relationships with children, families, work colleagues and outside agencies Emotional resilience with working with challenging behaviours	
Specialist knowledge	A sound knowledge of child development for children from 0-5 years Demonstrate knowledge of the Early Years Foundation Stage framework and the 7 areas of learning that encompass this. In depth knowledge of how children learn through a play based approach Knowledge of child protection and safeguarding children	An understanding of the role of a Key Person Knowledge of Children Act 2004 and Every Child Matters
Education and training	A Childcare and Education qualification or equivalent to NVQ level 2-3 Competency in Numeracy and Literacy	Current Paediatric First Aid certificate. Current Food hygiene certificate. Level 4-6 Current Child Protection training/certificate
Equality issues	Able to recognise and act upon common forms of discrimination.	
Other requirements	To work as part of a team A willingness to undertake further relevant training including weekends and evenings	An understanding of Health and Safety in the work place

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