



Mama Bear's Day Nursery Job Application Form

POSITION APPLIED FOR:		SITE:	
Please complete this Application Form in block capitals in black or blue ink			
A: PERSONAL DETAILS			
Title (Mr/Mrs/Miss/Ms/other): _____		Surname: _____	Forename(s): _____
Address: _____			
			Postcode: _____
Telephone Private: _____		Mobile: _____	
Email: _____			Date of Birth (optional): _____
Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/>			
B: EDUCATION & PROFESSIONAL TRAINING (from year 11)			
Education Centre (school, college etc)	DATES		Qualification gained
	From	To	
Secondary Education (secondary school)			
Higher Education (university / college / polytechnic)			
Further Education (Professional Training)			
Membership of Professional Organisation / Trade Union			

C: EMPLOYMENT HISTORY

Please provide details of all employment, beginning with your present or most recent job first.
Please continue on an additional sheet if needed.

DATES		Employer	Salary	Position(s) held	Reason for leaving
From	To				

D: VOLUNTARY & COMMUNITY WORK EXPERIENCE

DATES		Organisation	Position(s) held	Duties
From	From			

E: JOB FLEXIBILITY

Prepared to work: **FULL-TIME / PART-TIME / SHIFTS**

If **PART-TIME** please indicate preferred hours: _____

Details of any other work which you will continue to undertake if you are offered this job:

Please provide details of any outstanding holiday to be taken:

AVAILABLE TO TAKE UP EMPLOYMENT FROM: _____

F: ADDITIONAL INFORMATION

Please provide any additional information you would like to add in support of your application:

G: REHABILITATION OF OFFENDERS ACT, 1974

The job for which you are applying for involves substantial access to children and is therefore exempt from the rehabilitation of offenders act 1974. You are therefore required to declare and convictions or cautions you may have, even if they would otherwise be regarded as 'spent' under this act. Any information supplied will remain confidential and considered only in relation to this application. The disclosure of a criminal record does not debar you from appointment unless it is considered that the nature of the conviction renders you unsuitable for employment. In making this decision a number of factors will be considered. Mama Bear's actively promotes equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a wide range of candidates including those with criminal records. Candidates are selected for interview based on their skills qualifications and experience.

A disclosure and barring service disclosure (DBS) is required from all candidates offered a position with us.

Have you ever been convicted of a criminal offence? (If yes please provide details of the offence and the relevant dates.)

Have you even been cautioned, received a court order, reprimand, warning or been bound over for any offence? (If yes please provide full details and the relevant dates)

Are you currently subject to any pending action from the police or other law enforcement agency? (If yes please provide full details including dates.)

Are you currently living in the same household with any person who is, or may become, disqualified from working with children and are therefore disqualified by association?

YES / NO

Have you spent up to 6 months (consecutively) living outside of the United Kingdom since you were over the age of 16?

YES / NO

Signature: _____ Date: _____

H: SOURCE OF APPLICATION

How did you hear about us?

www.mamabear.co.uk

Job centre website

Poster / Banner

Indeed

Gumtree

Recommended by a Current employee

Please detail name and setting: _____

Other

Please detail: _____

I: REFERENCES

Please provide details of 2 referees who we may approach with regards to this Job Application. These referees must not be members of your family, and one must be your present or most recent employer. We will make contact to request a reference at the point of confirming an interview.

1. Contact Name: _____
 Position: _____
 Company Name: _____
 Address: _____

 Postcode: _____ Telephone Number: _____
 Email Address: _____

2. Contact Name: _____
 Position: _____
 Company Name: _____
 Address: _____

 Postcode: _____ Telephone Number: _____
 Email Address: _____

J: DECLARATION BY JOB APPLICANT

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.

I confirm that all information supplied by me is true and correct to the best of my knowledge and belief; I will notify Mama Bear's Day Nursery if any of this information changes prior to any job offer by them.

I declare there is no reason why I should not be considered suitable to work with children.

I give my consent to Mama Bear's Day Nursery to hold and process the information provided by me in confidence, in accordance with Data Protection Rules; this includes information on health, disabilities and criminal records.

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

I give Mama Bear's Day Nursery, or their agents, the right to follow up all references and to make any other job-related enquiries, including a DBS disclosure, as may be deemed necessary.

Signature: _____ Date: _____

MAMA BEAR'S DAY NURSERY IS AN EQUAL OPPORTUNITIES EMPLOYER

The sole criterion for selection of applicants will be suitability for the Job Position, regardless of race, colour, sexual orientation, age, gender, nationality (with appropriate work permits), culture, ethnic origin, religion or other beliefs, marital status or disability.

EQUAL OPPORTUNITIES

Please complete this section for our records. Mama Bear's Day Nursery is an equal opportunities employer.

We use the information you give to monitor equal opportunities. It also helps us make any necessary arrangements to meet any specific needs you may have during the application process.

1. Do you have any kind of disability?

Yes No Prefer not to state

If 'yes' please describe your disability:

2. Ethnic group

Please show which group best describes your ethnic origin (please tick one only)

- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Bangladeshi
- Chinese
- Other Asian background
- Black or Black British – Caribbean
- Black or Black British – African
- Other Black background
- White – British
- White – Irish
- Other White background
- Mixed – White and Black – Caribbean
- Mixed – White and Black – African
- Mixed – White and Asian
- Other Mixed background

3. Religion

- Buddhism
- Christianity
- Hinduism
- Islam
- Judaism
- Sikhism
- *Other
- None
- Prefer not to state

*If other please state:

4. Do you have any specific requirements that you would like us to consider if called to interview?

*Other ethnic background _____

Not known _____

Prefer not to state _____

*If other please state: _____

Please indicate how you plan to arrive at the nursery (please tick the answer that best applies)

On foot

By car (shared)

By bicycle

By motorbike / moped / scooter

On public transport

Other (specify) _____

By car (own)

Not sure / prefer not to state

Date of Application: _____ **Position applied for:** _____