Mama Bear’s Application Form **A picture containing box, food

Description automatically generated**

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| **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:** |  | | | | | | | | | | | | | | | | | | | | | | |
| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | | | | | | | | | | | | | | | **Yes  No** | | | | | | | | |
| **B: EDUCATION & PROFESSIONAL TRAINING (from year 11)** | | | | | | | | | | | | | | | | | | | | | | | |
| **Education Centre (school, college etc)** | | | | | | | | | | | | **DATES** | | | | | **Qualification gained** | | | | | | |
| **From** | | | **To** | |
| **Secondary Education (secondary school)** | | | | | | | | | | | | | | | | | | | | | | | |
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| **Higher Education (university / college / polytechnic)** | | | | | | | | | | | | | | | | | | | | | | | |
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| **Further Education (Professional Training)** | | | | | | | | | | | | | | | | | | | | | | | |
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| **Do you currently hold an in date Paediatric First Aid certificate** **YES / NO** | | | | | | | | | | | | | | | | | | | | | | | |
| **Membership of Professional Organisation / Trade Union** | | | | | | | | | | | | | | | | | | | | | | | |
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| **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** | |
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| **D: VOLUNTARY & COMMUNITY WORK EXPERIENCE** | | | | | | | | | | | | | | | | | | | | | | | |
| **DATES** | | | | | **Organisation** | | | | | | | | **Position(s) held** | | | | | | | | **Duties** | | |
| **From** | | | **From** | |
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| **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:** | | | | | | | | | | | | | | | | | | | | | | | |
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| **Please provide details of any outstanding holiday to be taken:** | | | | | | | | | | | | | | | | | | | | | | | |
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| **AVAILABLE TO TAKE UP EMPLOYMENT FROM:** | | | | | | | | |  | | | | | | | | | | | | | |  |
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| **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.)**  **Have you spent up to 12 months or more (whether continuously or in total) living outside of the United Kingdom in the last 10 years since you were over the age of 18?**  **YES / NO** | | | | | | | | | | | | | | | | | | |
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| **Signature:** | |  | | | | | | | | **Date:** | |  | | | | |  | |
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| **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:** | | |  | | | | | | | | | |  |
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| **I: REFERENCES** | | | | | | | | | | | | | | | | | | |
| **Please provide details of referees covering the last 5 years. If this exceeds to please continue on a separate sheet. 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:** | | |  | | | | | | | | | | | | | |  |
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|  | **Position:** | | |  | | | | | | | | | | | | | |  |
|  | **Company Name:** | | |  | | | | | | | | | | | | | |  |
|  | **Address:** | | |  | | | | | | | | | | | | | |  |
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|  | **Postcode:** | | |  | | | **Telephone Number:** | | | | | |  | | | | |  |
|  | **Email Address:** | | |  | | | | | | | | | | | | | |  |
| **2.** | **Contact Name:** | | |  | | | | | | | | | | | | | |  |
|  | **Position:** | | |  | | | | | | | | | | | | | |  |
|  | **Company Name:** | | |  | | | | | | | | | | | | | |  |
|  | **Address:** | | |  | | | | | | | | | | | | | |  |
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|  | **Postcode:** | | |  | | | **Telephone Number:** | | | | | |  | | | | |  |
|  | **Email Address:** | | |  | | | | | | | | | | | | | |  |
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| **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 (Including GDPR); this includes information on health, disabilities and criminal records. For further information our full privacy notice can be accessed via our website www.mamabear.co.uk.  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:** | | | |  | | |  |
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| **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.** | | | | | | | | | | | | | | | | | | |