



**Nursery Staff   Nannies   Mobile Crèche   Babysitting Service**

Application for employment

Please fill in all sections of the form using black ink only

|                       |  |
|-----------------------|--|
| Position Applied for: |  |
|-----------------------|--|

**1. PERSONAL DETAILS**

|  |             |  |      |                                |     |     |     |
|--|-------------|--|------|--------------------------------|-----|-----|-----|
| Title:   | First Name: | Surname:   | DOB: |                                |     |     |     |
| Address:   |             | Maiden Name:   |      |                                |     |     |     |
| Postcode:  |             | Nationality:   |      |                                |     |     |     |
|  |             | National Insurance Number:                               |      |                                |     |     |     |
|  |             | Are you currently entitled to work in the UK:            |      |                                |     |     |     |
|  |             | Please send a copy of original visa<br>Languages Spoken: |      |                                |     |     |     |
| No. of Days and hours you wish to work: <i>please circle</i> |             |  |      |                                |     |     |     |
| DAYS   | MON         | TUE  | WED  | THURS                          | FRI | SAT | SUN |
| HOURS  |             |  |      |                                |     |     |     |
| Telephone No.:   |             |  |      | Email address:                 |     |     |     |
| Ofsted Registered and No.                                    |             |  |      | Do you hold a Driving Licence: |     |     |     |

**2. EDUCATION** *Please start with the most recent*

| Name of School/<br>College/<br>University | Date of attendance | Examination |       |         |                |
|---|--------------------|-------------|-------|---------|----------------|
|   |                    | Subject:    | Date: | Result: | Awarding Body: |
|   |                    |             |       |         |                |

**3. OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING**

#### 4. CURRENT/ MOST RECENT EMPLOYER

|  |                                |
|--|--------------------------------|
| Name:  | Address:                       |
| Job Title:   | Date Started:                  |
| Brief Description of responsibilities:                     | Date employment ended and why? |
|  | Current Salary:                |
| Reason for seeking other employment:                       |                                |
| Please state when you would take up employment if offered: |                                |

#### 5. PREVIOUS EMPLOYMENT

| DATE | Name and Address of Employer | Position held and duties | Reason for leaving |
|------|------------------------------|--------------------------|--------------------|
|      |                              |                          |                    |

#### 6. CRIMINAL RECORD

|  |
|--|
| An offer of employment is conditional upon Elite Childcare Agency receiving a satisfactory Enhanced Disclosure from the CRB. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau. |
| Have you been convicted by the courts of any criminal offence?   |
| Is there any relevant court action pending against you?  |
| Have you ever received a caution, reprimand or final warning by the police?  |
| If 'yes' to any on the above please provide details on a separate sheet of paper and send this in a sealed envelope marked 'confidential' with your application form.  |
| Do you have a current CRB check:   |

## 7. PERSONAL ACHIEVEMENTS

Describe in a maximum of 100 words your greatest achievement in your current employment:

Describe in a minimum of 100 words the qualities and skills you would bring to working for a family:

How do you hope your career will develop?

## 8. REFERENCES

|                        |                         |
|------------------------|-------------------------|
| Name of First Referee: | Name of Second Referee: |
| Address of Referee:    | Address of Referee:     |
| Postcode:              | Postcode:               |
| Phone Number:          | Phone Number:           |
| Email Address:         | Email Address:          |
| References job title:  | References job title:   |

## 9. DECLARATION

|  |
|--|
| <ul style="list-style-type: none"><li>• I declare the information given on this application form is true and correct to the best of my knowledge</li><li>• I confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body</li><li>• I confirm I am legally living in the UK and that I have permission to work up to the number of hours which this appointment requires.</li><li>• I understand that providing false information is an offence which could result in my application being rejected or (if the fake information comes to light after my appointment) summary dismissal and may amount to criminal offence</li><li>• I consent to Elite Childcare Agency processing the information given on this</li></ul> |
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form, including any 'sensitive information', as may be necessary during the recruitment and selection process and that this may involve making such information available to third parties in order for Elite Childcare Agency to comply with its legal and/or contractual obligations.

Sign:

Date