

APPLICATION FOR EMPLOYMENT

Please complete in black ink only or type & return to:
CREATIVE MINDS NURSERIES LTD
 Ealing Green Montessori School
 Welsh Chapel Hall
 Ealing Green, Ealing, W5 5EN
 0208 579 2357

Post Applied For:	Where did you see this post advertised:
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Surname:	Title:	First Names:
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Home Address: Post Code:	Home No:
	Mobile No:
	Work No:
	Is it ok to contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Email Address:
	National Insurance No:
Do you have a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Are you eligible to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If you are not a UK or EU/EEA National, please provide a copy of your Work Permit.	The standard working week is 35hrs, Monday to Friday. If you are applying for part time work, hours are 9.00am - 12.30pm or 12.30pm to 3.30pm or 2-3 full days (9.00-3.30pm)- please state your preferred number of hours/pattern
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Current Employment

Start Date	Name and address of employer	Position held & brief outline of duties	Reason for leaving
Current salary (Per annum)		Current holiday entitlement (Days per annum)	Notice period

List your previous employment, beginning with the most recent

Dates of service		Name and address of employer	Position held & brief outline of duties	Reason for leaving
From	To			

Other Employment

Please give details of any other paid employment you intend to continue if offered a position within Creative Minds Nurseries Ltd. This information is required to:

- Ensure working hours do not exceed the statutory limit of 48 hours per week averaged over 17 weeks.
- Ensure that any appointment with Creative Minds Nurseries Ltd will not create a conflict of interest within your professional life

Employing Organisation	Job Title	Hours per week	Weeks per year

Reasons For Applying for this Post

Please list **any** special knowledge, qualifications, training, experience (including voluntary experience), abilities and skills you have attained which will support your application. Please make particular reference to the job description and person specification for this post. Please continue on an A4 sheet if necessary.

Education (From secondary education only)			
School/Academic institution attended	Date attained	Subjects (if applicable)	Qualifications/ Grade
Relevant Training Courses Attended (in the last 3 years)			
Dates attended	Course title		Organising body
Membership of Professional Bodies (where appropriate)			
Organisation	Level Of Membership	Date obtained & membership end date	

References

Creative Minds Nurseries Limited requires the names and contact details of **two employment referees**, one of whom must be your current or most recent line manager or tutor in the case of college or school leavers. **They must not be a relative.**

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Relationship:	Relationship:
How long have you been known to this referee?	How long have you been known to this referee? (Please provide dates month/year)
Address:	Address:
Post code:	Post code:
Telephone No:	Telephone No:
Email:	Email:
May we contact before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration

I declare that all information provided on this application is true and correct. I understand that any falsification of information will result in the application being withdrawn from the recruitment process or if in employment may result in disciplinary action.

The information that you provide on this form and that obtained from relevant sources will be used in the administration of your employment. The personal information that you give us will be used in a confidential manner to help us monitor the recruitment process.

We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected with third parties or with other information held by us. We may also pass information to third parties to prevent or detect crime, to protect public funds or in any other way permitted by law.

By signing this application form you declare to understand that the information provided will be retained in a secure and confidential manner and agree to the processing of sensitive personal data (as detailed above) in accordance with the Data Protection Act 1998.

Signature:	Date:
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Disclosure of Criminal Convictions

The position for which you are applying is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and 1986. This means that you are required by law to disclose **all** spent and unspent criminal convictions.

As a registered body of the CRB, Creative Minds Nurseries Limited adheres to the CRB Code of Practice. Please visit www.crb.gov.uk for further information and guidance. All offers of employment are subject to receipt of a satisfactory CRB disclosure however this sheet will be detached before your application is considered and Creative Minds Nurseries Limited will maintain the information confidentially.

Where no convictions have been recorded against you, write NONE across the boxes.

Offence	Date of Conviction	Sentence

If you are convicted during your employment with Creative Minds Nurseries, you must inform us immediately.

I certify that, to the best of my knowledge, the information that I have entered is factually correct and I understand that any false information may result in my application being removed from the recruitment process or in the event of employment, result in disciplinary action which could include dismissal by Creative Minds Nurseries Limited.

Name:	Signature:
Date:	

Failure to complete this declaration will result in your application being withdrawn.

Creative Minds Nurseries Limited is committed to eliminating prejudice, discrimination and harassment against any employee, individual or group on the grounds of age, class, religion or belief, gender, disability, race (ethnic or national origin), sexual orientation, HIV status, or employment status, e.g. part-time workers. Creative Minds Nurseries Limited is also committed to the active promotion of equal opportunities in its employment practices in the work it undertakes and in the provision of all its services

The following will be used solely for monitoring our diversity Information and recruitment activity. It will be treated as confidential under the terms of the Data Protection Act and will not be used to assess suitability for the job or in the selection decision. This sheet will be detached before your application is considered and Creative Minds Nurseries Limited will maintain the information confidentially. It will not be possible to identify individuals from the statistics.

Gender: Male Female | **Date of Birth:**

Ethnic Monitoring

Ethnic origin is *not the same as nationality; place of birth or citizenship*, but about your broad ethnic group (Please note these categories are provided and recommended by the office for national statistics as supported by Code of Practice on Racial Equality in Employment)

Categories	Please tick, as far as possible, your ethnic origin.		
White	British	<input checked="" type="checkbox"/>	
	Irish	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	
Mixed	Mixed	<input type="checkbox"/>	Please state:
Asian or Asian British	Indian	<input type="checkbox"/>	
	Pakistani	<input type="checkbox"/>	
	Bangladeshi	<input type="checkbox"/>	
Black or Black British	Caribbean	<input type="checkbox"/>	
	African	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	
Chinese	Chinese	<input type="checkbox"/>	
Other ethnic group:	Other Ethnic Group	<input type="checkbox"/>	Please state:
Nationality:			

Disability

Disability is defined in the Disability Discrimination Act 1995 as a condition that has a substantial long-term effect on ability to carry out normal day to day activities.

Question: Do you consider yourself to have a disability? Yes No
If yes, please provide additional details indicating the level of this disability.

OFFICE USE ONLY

Name _____

Regret before Interview:

Interview Date and Time:

Outcome of Interview:

Trial date and Time:

Nursery Location:

Outcome of Trial Day at Nursery:

Trial Details Attached:

Regret after Interview/Trial: / or Offer:

Position:

Nursery:

Full
Part Time
Hours
Days

Salary:

Start Date:

HR - Offer Letter / Contract date sent:
Starter Details: date received:
Bank Details: date received:
CRB date received:
Certificates date received:
Database updated: Signed: