

Job Application Form



Please complete this Application Form either **ON SCREEN** or **PRINT OUT** and complete in BLOCK CAPITALS in BLACK OR BLUE INK

Creative Minds Nurseries is committed to safeguarding and promoting the welfare of children. We expect all staff and applicants to share this commitment. All appointments are subject to enhanced DBS checks, satisfactory references, and rigorous safer recruitment procedures.

Position applied for:
Where did you hear about this position?

PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms/other):	Surname:	Forename(s):
Address:		Postcode:
Home number:	Mobile number:	
Email:	Are you happy to be contacted at work? Yes ☐ No ☐	
National Insurance number:	The standard working week is 40 hours, Monday to Friday. If you are applying for part time work, details will be in your contract.	
Are you legally authorised to work in the UK? ☐ Yes ☐ No		
What is your current right-to-work status? ☐ British / Irish citizen ☐ EU / EEA / Swiss citizen with settled status ☐ Visa holder with valid permission to work (please specify type): ☐ Other (please specify):		
Do you require employer sponsorship (e.g., Skilled Worker Visa sponsorship)? ☐ Yes ☐ No If yes, when		
Do you hold a current driving licence? ☐ Yes ☐ No		

EDUCATION AND PROFESSIONAL TRAINING (from year 11)

HIGHEST QUALIFICATION

University / College / School / Apprenticeship	Dates from:	to:
Grade received		
Early years training qualifications(e.g., Paediatric First Aid, Food Hygiene, Safeguarding, etc)		
Education Centre	Dates from:	to:
Qualification gained		
Education Centre	Dates from:	to:
Qualification gained		
Education Centre	Dates from:	to:
Qualification gained		

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:				
From: to:				
From: to:				
From: to:				
From: to:				

Current Notice Period:

Please explain any gaps in employment that are longer than 2 weeks:

Please declare any information we need to be aware of with regards to disciplinary, safeguarding or personal file notes from current and previous employment

REFERENCES

Referee 1

Name

Position

Company:

Address:

Postcode:

Telephone:

Email:

Relationship to reference:

How long have you known reference?

May we contact before interview? Yes☐ No☐

Referee 2

Name

Position

Company:

Address:

Postcode:

Telephone:

Email:

Relationship to reference:

How long have you known reference?

May we contact before interview? Yes☐ No☐

EMPLOYMENT AVAILABILITY AND WORKING ARRANGEMENTS

Prepared to work: Full time ☐ Part time ☐

If PART-TIME please indicate preferred hours:

Other employment

Please provide details of any other work you will continue to undertake if you are offered this job.

This information helps us ensure your total working hours do not exceed the statutory limit of 48 hours per week (averaged over 17 weeks) and to confirm that any role within Creative Minds Nurseries Ltd will not create a conflict of interest within your professional life.

Please provide details of any outstanding holiday to be taken:

Available to take up employment from:

REHABILITAION OF OFFENDERS ACT, 1974

The position you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and 1986, which requires you to disclose all criminal convictions, cautions, reprimands, warnings, court orders, and any pending police actions, including those normally regarded as spent.
Creative Minds Nurseries Limited adheres to the DBS Code of Practice, because this position involves substantial access to children, applicants must disclose all information relevant to safeguarding.
A disclosure and barring service disclosure (DBS) is required from all candidates offered a position with us

Do you have a Enhances DBS Certificate? Yes☐ No☐
If yes, is it on the update service? Yes☐ No☐

Have you ever been convicted of a criminal offence? Yes ☐ No ☐
If yes, please give details of the offence and dates:

Have you even been cautioned, received a court order, reprimand, warning or been bound over for any offence? Yes☐ No ☐
If yes, please give details:

Are you currently subject to any pending action from the police or other law enforcement agency? Yes☐ No ☐
If yes, please give details:

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☐
If yes, please give details:

Are there any reasons you feel you are unsuitable to work with children? Yes☐ No ☐
If yes, please give details:

Have you ever been involved in an allegation of abuse against a child or young person? Yes☐ No ☐
If yes, please give details:

If you are convicted of any offence during your employment with Creative Minds Nurseries Limited, you must inform us immediately.
I certify that the information provided is true and complete. I understand that providing false or misleading information may result in my application being withdrawn or, if employed, may lead to disciplinary action including dismissal

Name:Signature:Date:

EXPERIENCE SKILLS AND PERSONAL STATEMENT

Please provide specific information to support your application. After reading the Job Description, explain how your skills, knowledge, and experience - whether gained through paid work, training, education, voluntary work, special interests, or relevant memberships - prepare you for this role. Please include examples that demonstrate your achievements and suitability for the position. We would also like to know why you are interested in working at Creative Minds Nurseries.

EQUAL OPPORTUNITIES

Creative Minds Nurseries 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, or marital status. 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.

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.

Do you have any kind if disability? Yes☐ No ☐

If “yes” please provide additional details indicating the level of this disability

Ethnic group - please select which group best describes your ethnic origin (please tick one only)

☐Asian or Asian British – Indian☐ White – British☐ *Other ethnic background

☐ Asian or Asian British – Pakistani☐White – Irish☐ Not known

☐ Asian or Asian British – Bangladeshi☐Other White background☐ Prefer not to state

☐ Chinese☐Mixed – White and Black – Caribbean☐If other please state:

☐ Other Asian background☐Mixed – White and Black – African

☐ Black or Black British – Caribbean☐Mixed – White and Asian

☐ Black or Black British – African☐ Other Mixed background

☐ Other Black background

Religion

☐ Buddhism☐ Christianity☐ Hinduism☐ Islam☐ Judaism☐ Sikhism☐ No Religion

☐ Other, please state

Gender:

Sexual Orientation:

Date of Birth:

HEALTH DECLARATION

By signing this application, you confirm that, to the best of your knowledge, you are fit to carry out the duties of the role for which you are applying. You understand that you may be asked to provide a more detailed health declaration if offered the position.

Please answer the following:

1.This role may involve carrying, bending, lifting, and can be physically and mentally demanding.

Do you have any health conditions or disabilities that might affect your ability to perform this role safely?

☐ Yes ☐ No

If yes, please give details:

2.Do you require any reasonable adjustments to enable you to carry out this role or to attend the recruitment process?

☐ Yes ☐ No

If yes, please give details:

Confidentiality Note: All information provided will be treated confidentially and used only to ensure appropriate support or reasonable adjustments are provided. Disclosure of a health condition will not automatically prevent employment; each case will be considered individually in line with the Equality Act 2010.

Creative Minds Nurseries is committed to ensuring the safety and welfare of children. In line with statutory guidance (KCSIE 2023), we may carry out online and social media checks as part of our safer recruitment process.

By signing this application, you confirm that you understand that any publicly available online content may be considered as part of assessing your suitability to work with children. You also confirm that you have not posted or engaged in any content online that could call into question your suitability to work in a childcare setting.

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 Creative Minds Nurseries 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 Creative Minds Nurseries 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 Creative Minds Nurseries, 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.
- I understand that by signing this declaration, I consent to the processing of sensitive personal data for the purposes outlined above. I understand that if I am convicted of any offence during my employment, I must inform the nursery immediately.
- I certify that, to the best of my knowledge, the information I have supplied is factually correct. I understand that providing false information, withholding relevant information, or failing to inform the nursery of changes may result in my application being removed from consideration or, if appointed, may result in disciplinary action including dismissal.
- Whilst employed by Creative Minds Nurseries Ltd, you must not provide babysitting or childcare services for any children who attend the nursery without prior written consent from management.

Signature:

Date: