HARMONY NEIGHBOURHOOD NURSERY

APPLICATION FOR POST OF

The information given on this form will be treated in confidence. Past or present employers will not be approached without your consent. Any offer of employment will be subject to references that we find to be satisfactory, medical clearance and CRB checks and documentary evidence showing your entitlement to work in the UK under the Asylum and Immigration Act 1996. Harmony Nursery makes the safeguarding of children a priority in all that we do.  Applicants must be committed to completing a DBS form and agreeing to undertake regular safeguarding training if successful.  Safeguarding support, supervision and training will be provided."

We compare candidates fairly, therefore, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

**POSITION APPLIED FOR:**

## PERSONAL DETAILS

Miss / Mr / Mrs / Ms (delete as appropriate)

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Address |  |
|  |  |
| Postcode |  |
| Day Tel. no |  |
| Evening Tel. no |  |
| Mobile Tel. no |  |
| Email address |  |
| Where did you learn about this vacancy? |  |

|  |
| --- |
| Are you related to any member of staff or committee members at Harmony?  **🞏** Yes **🞏** No **🞏** Don’t Know  If YES, please give name of Staff or Committee member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Availability** |
| If successful, when could you take up the post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please state the notice period required to terminate your present employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Work permits** |
| Do you require a work permit to undertake full or part-time work in the UK? 🞏 Yes 🞏 No  If YES, which visa do you hold? Expiry date of visa? |

## EDUCATION AND QUALIFICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Where studied** | **Dates (mm/yy)** | | **Examinations & subjects studied** | **Grade of award / examination** |
| **From** | **To** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Professional qualifications | | |
| **Please give details of courses undertaken and dates**  (including short courses and in-service training, and/or current studies) | Results | Dates |
|  |  |  |

|  |  |
| --- | --- |
| IT Skills if applicable for the job | |
| *Microsoft Office* Basic Competent High  Word  Excel  E-mail  Project | Basic Competent High  Powerpoint  Databases  Others |

## EMPLOYMENT HISTORY

|  |  |
| --- | --- |
| **Present (or most recent) Employment** | |
| Job title: | Employer Name: |
| Current Salary: | Address: |
| Dates of employment: |
| **Please give a brief description of current duties, responsibilities and achievements:** | |
|  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Other employment/career history (please put most recent first)** | | | | | |
| **Name of Employer** | **Dates (mm/yy)** | | **Job title and main responsibilities** | **Salary** | **Reason for leaving** |
| **From** | **To** |  |  |  |
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## EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION

|  |
| --- |
| **Personal Statement**  Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. |
|  |

## *Please continue on a separate sheet if necessary*

## VERIFICATION OF EMPLOYMENT OR EDUCATION RECORD/REFERENCES

Please give names and addresses of two people who can verify or confirm your employment record. One should be your present or most recent employer.

(If you have not been in paid employment, please give the head of the education or training establishment and/or representative of the voluntary organisation with which you have been involved.)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
|  |  |  |  |
| Tel |  | Tel |  |
| E-mail |  | E-mail |  |

Please indicate whether your referee can be approached before interview. 🞏 Yes 🞏 No

|  |
| --- |
| Have you ever been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974? 🞏 Yes 🞏 No  **If YES, please provide details, if necessary, continue on a separate sheet.** |
| As this is a position which involves working with children ALL convictions/cautions must be declared (regardless of whether deemed spent) 🞏 Yes 🞏 No  **If YES, please provide details, if necessary, continue on a separate sheet.**  *Failure to declare convictions/cautions may result in cancellation of any job offer.* |

## DECLARATION

I declare that to the best part of my knowledge the information given on pages 1-4 is correct and can be treated as part of any subsequent contract of employment.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

Please return completed application form to: **Personnel/Administration Office**

**Harmony Neighbourhood Nursery**

**Dorando Close, London W12 7QH**

[manager@harmonynursery.co.uk](mailto:manager@harmonynursery.co.uk)