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| **Post for which you are applying:** |  |
| **Closing Date:** |  |
| Please refer to the guidance notes when completing this application form.  When completed, please email to: **Julie.torrison@plumsteadmanor.com**  Or you can print out the completed form and post it to:  **Plumstead Manor Nursery, Old Mill Road, London, SE18 1QF**  If you need to contact us by phone please call: **0208 855 0124** | |
| **Where did you see this advertised?** |  |

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| **1. Personal details** | | | | | | |
| Family name: | |  | | | | |
| Title: | |  | | | | |
| First name(s): | |  | | | | |
| Known as: | |  | e-mail address: | |  | |
| Any other names you have been known by (eg. name at birth) | |  | | | | |
| Home telephone number: | |  | Mobile phone number: | |  | |
| Home address: | |  | | | | |
|  | |
| Postcode: | |  | | | | |
| **Working in the UK** | | | | | | |
| Are you eligible to work in the UK/EEA | | | | Yes  No | |  |
| Have you lived outside of the UK in the last 5 years | | | | Yes  No | |  |
| Do you need a work permit or sponsorship certificate to work in the UK? | | | | Yes | | No |
| If yes, please clarify your status. |  | | | | | |
| Do you require leave to remain? | | | | Yes | | No |
| National Insurance Number | | |  | | | |

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| **2. Current or most recent employment/college details** | | | |
| Start with your most recent job. Please account for all time (paid & unpaid) since leaving school, college or university. You will be asked to explain any gaps. | | | |
| Name of employer/college | |  | |
| Address: | |  | |
|  | |
| Telephone number: | |  | |
| Position held: | |  | |
| Start date: |  | Leaving date or notice required: |  |
| Current salary: |  | Grade: |  |
| If period of probation completed, please enter date of completion: | |  | |
| Duties and responsibilities: | |  | |
| Reason for leaving: | |  | |

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| **3. Previous employment** | |
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| Starting date: |  |
| Leaving date: |  |
| Employers name: |  |
| Address: |  |
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| Position held: |  |
| Salary on leaving: |  |
| Duties and responsibilities: |  |
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| Reason for leaving: |  |
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| Starting date: |  |
| Leaving date: |  |
| Employers name: |  |
| Address: |  |
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| Position held: |  |
| Salary on leaving: |  |
| Duties and responsibilities: |  |
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| Reason for leaving: |  |
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| **4. Education** | | | |
| ***Please state qualifications gained for which you will need to provide evidence.*** | | | |
| Schools, Colleges, Universities or Institutes of Further Education attended (including part-time) | **Dates** | | Qualifications gained including subjects, grades or results expected |
| From | To |
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| **5. Supporting Statement** |
| Please use this section to tell us how you feel you meet the requirements of the Person Specification/Selection Criteria for this post. Give as much information as necessary to demonstrate the skills, experience, and knowledge you have gained. This could include voluntary work, leisure interests and any other activities that you consider relevant to this position. This should be no more than 2 sides of A4 (minimum font size 10). Please do not attach a CV in lieu of completing this section.  ***If you are a disabled person but are unable to meet some of the job requirements, specifically because of your disability, please address this in this section.*** |

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| **6. Supporting Statement (continued)** | | | | |
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| **7. References** | | | | |
| **If shortlisted, we will automatically take up references prior to interview.**  Please note that in accordance with requirements under the safer recruitment guidelines if you are shortlisted references will be automatically requested to be available to the panel at interview stage.   * Your first referee must be your current or last employer. * If you are a school/college leaver, give the details of your Headteacher or tutor. * If you are current in a EYFS care setting the manager of that setting should be the one detailed for the reference. * For all applicants your two referees must be from two different organisations/schools. * Relatives will not be accepted as a referee.   We will also be seeking information about any past disciplinary issues and/or allegations relating to children and/or child protection which you may have been subject to. If you have any concerns about this, please contact the Recruiting Officer.  If you are successful at interview, we will then be seeking information on recent sickness. | | | | |
| **1)** | Name: |  | | |
| Position held: |  | | |
| Organisation: |  | | |
| Address: |  | | |
| Telephone no: |  | Ext: |  |
| Email address: |  | | |
| Relationship to Applicant |  | | |

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| **2)** | Name: |  | | |
| Position held: |  | | |
| Organisation: |  | | |
| Address: |  | | |
| Telephone no: |  | Ext: |  |
| Email address: |  | | |
| Relationship to Applicant |  | | |

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| **8. Declaration** |
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| **Rehabilitation of Offenders Act 1974**  The job that you are applying for involves working with or has access to children or vulnerable adults or their records and is therefore exempt from the Rehabilitation of Offenders Act. We will require an enhanced Disclosure from the Disclosure and Barring Service and need to have information from you regarding any previous, existing or pending convictions or cautions.  You are not entitled to withhold information even if you have convictions, which would normally be considered as ‘spent’. |

**1. Have you ever been cautioned or convicted of a criminal offence?**

Yes  No

**2. Have you ever been disqualified from working with children or vulnerable adults?**

Yes  No

1. **Have you ever been the subject of allegations of any kind relating to Children or Vulnerable Adults or their records whether founded or otherwise?**

Yes  No

If you fail to disclose any criminal convictions or cautions, including those ‘spent’, it could result in withdrawal of the job offer, dismissal or disciplinary action by the Authority. You may be asked to provide details to the panel if selected for interview. Possession of a conviction or caution will not necessarily mean that you won’t be appointed, each case is considered on its merits.

Yes  No

If YES, please state their name and the position they hold.

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| Name: |  | Position held: |

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| Name: |  | Position held: |

**Data Protection**

The Nursery intends to fulfil all its obligations under the Data Protection Act 2018 (the Act).

The Nursery will ensure that all processing of data falling within the scope of the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by the Nursery can be assured the information will be maintained in confidence and treated with all due care. The Nursery tries to keep information held about you accurate and up to date. However, if you find any inaccuracies you have the right to have them corrected.