



# LITTLEWORLD DAY NURSERIES LTD

Email:

[clatford@littleworldnurseries.com](mailto:clatford@littleworldnurseries.com)

Or

[andover@littleworldnurseries.com](mailto:andover@littleworldnurseries.com)

## Confidential Application for Employment

Post applied for:

Post reference:

Date Available:

Have you done this kind of work before? YES / NO Wage/Salary expectation:

### 1. Personal details

Surname:

Forename:

Address:

Postcode:

E-mail:

Daytime Tel No.

Evening Tel No:

Date of Birth:

NI Number:

### 2. Education (Secondary, Further/Higher)

Establishment (name and town)	Date From	Date To	Qualifications/Grade

<b>3. Job Related Training</b>			
Institute/Course Studied	From	To	Standard or Level Achieved

**4. Employment History**  
 If this is going to be your first job after leaving college you may like to give details of any holiday, weekend, evening jobs or work experience placements.

**Current Employer**

Employer's Name:

Address:

Postcode:

Post held:  Date appointed:

Salary:  Notice period:

**Previous Employer** (most recent employer first)

Employer's Name and Type of Business	Post Held and brief summary of main duties	Dates			
		From		To	
		Month	Year	Month	Year

**5. Reasons for applying for this post**

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**6. Membership of professional organisation?**

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7. If offered this position do you intend to continue working in any other capacity?  
Give details:

**8. Health**

Are you in good health? YES / NO

Do you have/have you had any major illnesses/absences? YES / NO  
(see guidance notes below)

Have you ever been retired or had your contract terminated due to ill health? YES / NO

Do you have any medical condition which may affect your work? YES / NO

Are you under any medical treatment/supervision at present? YES / NO

How many days sickness absence/illness have you had in the past two years

Are there any disabilities which may affect your application? YES / NO

Describe disabilities:

- (a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job
- (b) any reasonable adjustment which you feel should be made to the job itself which enable you to carry out the job.

**Guidance notes:** Major illness includes heart and blood pressure problems, respiratory problems ( including asthma), diabetes, epilepsy, any back conditions or mental illness and any conditions requiring referral to a medical or surgical consultant.

9. Do you speak or read a foreign language? YES/NO Give details: \_\_\_\_\_

**10. References**

Please give details below of two people who can provide information that will confirm your suitability for this post. Where appropriate one person should be current or most recent employer; the other should be someone who has known you in a professional capacity. References may be taken up before interview; please indicate whether this is acceptable by ticking the relevant box.

Name:  Position:

Address:   
 Postcode

Daytime Tel No.

If you are called to interview, are you happy for us to contact this person prior to interview? YES  NO

Name:

Position:

Address:

  

Postcode

Daytime Tel No.

*If you are called to interview, are you happy for us to contact this person prior to interview?* YES  NO

### 11. Further information and declaration

Do you hold a full UK Driving Licence? (European)

YES/NO

Would you have the use of a car for work?

YES/NO

Do you require a work permit?

YES/NO

Do you fully understand and agree that if you are not currently on the DBS Update Service, employment will be subject to successful completion of a full enhanced DBS application? YES / NO

Where did you see the advertisement?

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient for rejection or, if employed, dismissal

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_