

Mayville Nursery Application Form

Thank you for your enquiry

We operate an equal opportunities policy. Your skills and experience are the only things we look at when you apply for a job. We ask for some personal information in section two so that we can monitor our equal opportunities policy. This post will require an Enhanced CRB Disclosure

Please type or complete the application form in **black ink/ball pen**.

Post applied for.....	
Surname (in capitals)	Forename(s)
Please give details of previous/other Surnames used	
Preferred title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (Please state)	
Home Address	
.....	
Post Code	Telephone Number (work)
Home	Mobile.....

EDUCATION/TRAINING

Please list your educational history; overseas qualifications should be included in this section.
(Proof of your qualifications will be required at interview)

Establishment (Secondary, Further)	From	To	Qualifications/ Grade / Date obtained

Please list any specialist training courses you have attended which are relevant to this job
(include relevant in-house training courses, First Aid, Child Protection etc – use a separate sheet if necessary)

EMPLOYMENT

Present Job (or most recent job if you are currently unemployed)				
Start Date	Finish date or notice required	Name of Employer and Address	Grade/Salary	Position held

Please describe the duties and responsibilities of your present job showing your position within the organisation. You may continue on a separate sheet if necessary.

Previous Jobs (most recent first) Please note that all time since leaving full-time education must be accounted for, e.g. training, unemployment or time taken out of paid employment due to caring responsibilities				
Dates From/To	Name and Address of Employer	Job Title	Grade/ Salary	Reasons for leaving

EXPERIENCE

- A) Please describe how your skills, experience and personal qualities meet the person specification for this job.
 B) Please explain why you wish to apply for this job.
 C) Please give details of any relevant leisure interests or community work.
 You may continue on a separate sheet if necessary.

REFERENCES

Please give the names of two referees who can comment on your suitability for the post. They must not be relatives and one must be from your present or most recent employer.

Referee 1	Referee 2
Name	Name
Address	Address
.....
Post Code	Post Code.....
Telephone No:	Telephone No:
Capacity in which known	Capacity in which known
Employer	<i>* Please delete as applicable</i> Employer/ Personal *
May we contact this referee now? YES/NO	May we contact this referee now? YES/NO

Do you hold a current driving licence? YES/NO (please delete)
 Do you have use of a car? YES/NO (please delete)

Asylum and Immigration Act 1996

National Insurance No.

If invited to interview you will be required to show documents to prove your identity and your eligibility to work and reside in the UK be required at interview. Only original documents (not copies) are acceptable.