**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

**Data Protection Act 1988**

Honeybear Nursery will only input this information you give on this form onto a computer system for administration purposes, after successful pre-checks followed by appointment.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ***If you require this form to be resent to you so that you can fill it in more easily, or for it to be submitted in a different format please contact*** [***info@honeybearnursery.co.uk***](mailto:info@honeybearnursery.co.uk)***. Examples are a format in Braille, large print or submission via tape recording. This will in no way be detrimental to your application.*** | | | | | | | | | | | | |
| **1.** | | **Application For (position)** | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | Full time  Part time  Shift work  Casual  Home work | | | | | | | | | | |  |
|  | | | | | | | | | | | | |
| Available at our setting in (setting location) | | | | | | |  | | | | |  |
|  | | | | | | | | | | | | |
| Have you done this kind of work before? | | | | | | | | | | | Yes  No |  |
|  | | | | | | | | | | | | |
| Salary expectations | | | | | | £      pa | | | | | |  |
|  | | | | | | | | | | | | |
| **2.** | | **Personal Details** | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Name | | |  | | | | | | | | |  |
|  | | | | | | | | | | | | |
| Address | | |  | | | | | | | | |  |
|  | | | | | | | | | | | | |
| Telephone numbers | | | | Private | |  | | | Work |  | |  |
|  | | | | | | | | | | | | |
|  | | | | Mobile | |  | | | E-mail |  | |  |
|  | | | | | | | | | | | | |
| **3.** | | **Education** | | | | | | | | | | |
| Schools attended | | | | | | | | Examinations (subjects/results) | | | | |
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|  | | | | | | | |  | | | | |
|  | | | | | | | |  | | | | |
|  | | | | | | | |  | | | | |
| Further education and training | | | | | | | | Examinations (subjects/results) | | | | |
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|  | | | | | | | |  | | | | |
|  | | | | | | | | | | | | |
| **4.** | | **Employment** | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Present/last employer | | | | |  | | | | | | |  |
|  | | | | | | | | | | | | |
| Address | | |  | | | | | | | | |  |
|  | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| Job title | | |  | | |  |
|  | | | | | | |
| Reason for leaving | | |  | | |  |
|  | | | | | | |
| Finishing pay | | | £      pa | | |  |
|  | | | | | | |
|  | | | | | | |
| Other most recent employer | | |  | | |  |
|  | | | | | | |
| Address | | |  | | |  |
|  | | | | | | |
| Job role | | |  | | |  |
|  | | | | | | |
| Reason for leaving | | |  | | |  |
|  | | | | | | |
| Finishing pay | | | £      pa | | |  |
|  | | | | | | |
|  | | | | | | |
| Other most recent employer | | |  | | |  |
|  | | | | | | |
| Address | | |  | | |  |
|  | | | | | | |
| Job role | | |  | | |  |
|  | | | | | | |
| Reason for leaving | | |  | | |  |
|  | | | | | | |
| Finishing pay | | | £      pa | | |  |
|  | | | | | | |
| **5.** | **General** | | | | | |
|  | | | | | | |
| Have you ever been convicted of a criminal offence? | | | | | Yes  No |  |
| (Declaration subject to the Rehabilitation of Offenders Act 1974) | | | | | | |
| If yes, give details | |  | | | |  |
|  | | | | | | |
| Membership of professional organisation(s) | | | |  | |  |
|  | | | | | | |
| If offered this position will you continue to work in any other capacity? | | | | | Yes  No |  |
|  | | | | | | |
| If yes, give details | |  | | | |  |
|  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6.** | | **Permission to Work in the UK (optional)** | | |
|  | | | | |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? | | | Yes  No |  |
|  | | | | |
| If you are successful in your application would you require permission to work in the UK? | | | Yes  No |  |
|  | | | | |
| **7.** | | **For Office Use Only** | | |
|  | | | | |
|  |  | | |  |
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**NB:** If more fields are required in field 4 (i.e. employment history), please add a blank sheet, but please follow the requested headings:

“Other most recent employer”, “Address”, “Job role”, “Reason for leaving”, “Finishing pay”.