**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******. 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) |
|       |       |
|       |       |
|       |       |
|       |       |
| Further education and training | Examinations (subjects/results) |
|       |       |
|       |       |
|       |       |
|       |       |
|  |
| **4.** | **Employment** |
|  |
| Present/last employer |       |  |
|  |
| Address |       |  |
|  |

|  |
| --- |
|  |
| 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** |
|  |
|  |       |  |
|  |

**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”.