



Elmscot

Day Nurseries, Nursery Schools
& Out-of-School Clubs

EMPLOYEE APPLICATION FORM

Surname	First Name	Title
Post for which you have applied	Date of Birth	Do you require a work permit to work in an EU Country? Yes No

Address	Daytime Contact. No.		<p>Please specify any special arrangements if called for interview: (e.g. wheelchair access, sign language etc.)</p> <hr/>
	Mobile Contact No.		
	E-mail Address:		
	Full Driving Licence (If applicable to the post)		
	Yes	No	
Postcode			<p>How did you hear about the vacancies at Elmscot?</p> <p>Recommendation <input type="checkbox"/></p> <p>SAM Newspaper <input type="checkbox"/></p> <p>MEN Newspaper <input type="checkbox"/></p> <p>Other _____</p>

SECONDARY EDUCATION

SUBJECT	LEVEL (e.g. GCSE / 'O' LEVEL/ 'A' LEVEL)	GRADE	SCHOOL(S) ATTENDED
			Dates attended / /
			Dates attended / /

FURTHER EDUCATION

SUBJECT	Cert., Diploma, Degree, etc. & title of qualification obtained	GRADE	COLLEGE/UNIVERSITY
			Dates attended / /
			Dates attended / /
			Dates attended / /

PROFESSIONAL TRAINING Please continue on another page if required

SUBJECT	COURSE LENGTH	DATE	CERTIFICATE GAINED?	TRAINING BODY

EMPLOYMENT HISTORY Please state in reverse order with current/latest employment first. Continue on another sheet if necessary.

DATES	1. Name/Address of Employer 2. Supervisors name, title & contact no. 3. Reason for Leaving	TITLE OF POST AND BRIEF DESCRIPTION OF RESPONSIBILITIES
From / To	1.	Current Annual Salary: £
	2.	
	3.	
	1.	
	2.	
	3.	
	1.	
	2.	
	3.	

ADDITIONAL INFORMATION Please give details of any achievements, interests or other additional information which you feel may support your application.

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CONVICTIONS

Have you ever been convicted or bound over at any court in any country or been issued with a caution by the police or do you have a prosecution pending?	YES / NO
Have you previously undergone a successful Police Check?	YES / NO
If yes, when was it carried out? Please enter the date.	

ATTENDANCE RECORD

How many days absence have you had this year to date?

On how many occasions have you been absent?

DECLARATION It is important that you read this Declaration carefully and then sign

I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of this appointment. I hereby confirm my irrevocable consent to Elmscot to the making of such enquiries as Elmscot deems necessary in respect of my suitability for the post in respect of which this application is made. I hereby accept and confirm the entitlement of Elmscot to reject my application or to terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish Elmscot with any information relevant to my application or to my continued employment with Elmscot or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with Elmscot.

Furthermore, I hereby declare that all the particulars furnished on this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I will be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification.

FAILURE TO SIGN THIS DECLARATION WILL RENDER THE APPLICATION INVALID

SIGNATURE: _____ **DATE:** / /

EQUAL OPPORTUNITY STATEMENT

(our full and detailed policy is available on request)

Elmscot Ltd is committed to providing an anti-oppressive and non-discriminatory environment which combats race, differently able and gender stereotypes and in doing so aims to promote equality of access and opportunity for all children and their families and all those who are employed by, work voluntarily for, or liaise with Elmscot Ltd.

Elmscot Ltd firmly believes that no individual should be excluded from the nursery activities on the grounds of age, gender, class, status, means, colour, ethnic origin, culture, religion, sexuality, disability or belief.

Elmscot Ltd recognises the importance of providing equal opportunities in employment. It is Elmscot's policy to ensure that all sections of the population will have equal access to the positions offered by the nursery and no present or potential employees of the nursery will receive less favourable treatment because of their ethnic origin, colour religion, gender, disability, political or sexual orientation, age, or marital status, all will be treated fairly and equitably regardless.

Commitment to implementing the nursery's equal opportunities policy forms part of each employee's job description.

The management team is responsible for the implementation and monitoring of this policy. There is a complaint procedure for staff who feel they have been treated unfairly.

