**Introduction**

First of all, thank you for applying for a job with Tiny Tots Ltd. If you find the form difficult to complete, you may ask someone to do it on your behalf. We are here to help you and if you would like some advice or assistance on filling in the form, please do not hesitate to contact us. Our application form has been designed so that all applicants are required to present their details in the same format. In this way, we can be sure that all applicants are treated fairly and equally. The basic duties and requirements of the job are set out in the Person Specification and the Job Description. Please make sure you download the entire application pack because it will be difficult to complete your application form properly without all the important documents from this pack. The application form must be completed in full before it can be considered. Only those who meet the criteria fully will see their application taken forward.

Those candidates who have been selected for interview will receive a letter, which will explain what you need to bring with you to your interview. Current and previous employers will be contacted and all job offers will be subject to a DBS check. At interview the candidate’s fulfilment of the requirements will be assessed and the process will include consideration of the person’s suitability to work with children. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up.

If you do not hear from us within four weeks of the closing date, this will mean that you have not been successful on this occasion. We thank you for the interest you have shown in working with Tiny Tots Ltd and wish you the very best with your application.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Application Form | | | | | | | | | |
| Applications are invited from all candidates  Please use black pen | | | | | | | | | |
| Post applied for: | |  | | | | | | | |
| Nursery name: | |  | | | | | | | |
| Full name: Title: | |  | | | | | | | |
| Address:  Postcode: | |  | | | | | | | |
| Tel no: | |  | | | | | | | |
| Where did you see this vacancy advertised: | | | | | | | | | |
| EDUCATION | | | | | | | | | |
| Establishment name | From | | | | To | | Qualifications awarded | Grade/result | |
|  |  | | | |  | |  |  | |
| Please give details of relevant courses you have attended Date of attendance | | | | | | | | | |
|  | | | | | | | | | |
| WORK HISTORYPlease list your present or most recent employer first | | | | | | | | | |
| Name and address of employer | | | From | To | | Job title and brief details of duties | | | Reason for leaving |
|  | | |  |  | |  | | |  |

|  |  |  |
| --- | --- | --- |
| FURTHER INFORMATION(continue on another sheet if necessary) | | |
| Please indicate your reasons for applying for the post. You are also invited to give here any additional information which you wish to have taken into account in support of your application, and to list hobbies, spare time activities, interests, memberships of voluntary organisations etc. | | |
| **REFERENCES**  Please give names, addresses and telephone numbers of two referees one of whom should be your present/most recent employer. Please state in what capacity you know the referees. References will be taken up after you have accepted an offer of employment, unless you indicate that we can approach your preferred referees prior to this. | | |
| 1.  Can we approach this referee prior to interview/job offer?  Yes ◻ No ◻ | | 2.  Can we approach this referee prior to interview/job offer?  Yes ◻ No ◻ |
| DECLARATION | | |
| 1. I declare that that I have not been convicted of any criminal offence, received cautions or written warnings spent or otherwise (the post is exempt from the provisions of the Rehabilitation of Offenders Act). Please note, all job offers will be subject to enhanced DBS disclosures 2. I confirm I am eligible to work in the UK. 3. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action or dismissal.   Signature: …………………………………………………..  Date: …………………………………................................ | | |
| **FOR PERSONNEL/SHORTLISTING COMMITTEE USE ONLY** | | |
| Shortlist/decline with reason: |  | |
| Date of interview: |  | |
| Panel members: |  | |
| Decision with reason: |  | |