Job Application Form

Please complete this form legibly in black or blue ink and return it on or before the closing date detailed in the job advert. Late applications will not be considered and only information provided on this application form will be considered. *Curriculum Vitae's will not be accepted.*

Please outline clearly how your qualifications and experience meet the job description and person specification. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary, please name and date them. This application form will form the basis of any contract of employment.

Brambles Outdoor Nursery Group will seek to ensure that all existing and potential employees are given equal opportunities. Brambles Outdoor Nursery Group is committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements that cannot be justified.

Position applied for:					
1. **Personal Details**					
Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):		Surname:		
Current Address:		Contact Details. Home: Mobile: Work: Email:			
Date of Birth:		Can we ring you at work?		Yes	No
National Insurance Number:					
Are you eligible for employment in the UK?				Yes	No
Do you have a driving license?				Yes	No
Do you have access to a vehicle or public transport?				Yes	No
Do you have any relationship (i.e. family, friends) with anyone working for the provision?				Yes	No

2. Education

Name of School/College/ University	From	To	Qualifications (If shortlisted you will be required to provide original proof of any relevant qualifications)	Grade(s)/Level obtained

Please continue on a separate sheet if required.

Professional or other qualifications, apprenticeships, memberships of professional organisations:

Other training you have received which you consider relevant:

3. Employment

Current/most recent employment:			
Name and address of employer:			
Date started:			
Until:		Notice required:	
Job title:		Basic salary per annum:	
Brief description of duties:			
Reason for leaving:			

Other employment/career history starting with the most recent:

For posts which involve working with children, please give your full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary).

Dates	Employers name/address (current most recent first)	Job title and brief description of duties	Reason for leaving
From: To:			
From: To:			
From: To:			
Please give details of other interests, including involvement in voluntary organisations, which you consider relevant:			

4. Supporting Statement

Please use the space below to tell us how your hobbies, skills, experiences, and achievements make you a suitable candidate for our role. Using the duties and requirements listed in the job description and person specification, please demonstrate your ability and aptitude to undertake the duties of the post. Please complete this section as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process. If additional space is required, please continue on a separate sheet of paper.

5. **References**

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If one of your previous positions involved work with children, then your second referee should be from that employer. Neither referee should be a relative or someone known to you solely as a friend. Brambles Outdoor Nursery Group reserves the right to take up references from any previous employer.

Reference 1.

Name:					
Position held and relationship:					
Organisation name and address:					
Telephone no:		Email address:			
May we contact the referee before interview?				Yes	No

Reference 2.

Name:					
Position held and relationship:					
Organisation name and address:					
Telephone no:		Email address:			
May we contact the referee before interview?				Yes	No

6. **Criminal Record**

An offer of employment is conditional upon Brambles Outdoor Nursery Group receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the management considers to be satisfactory. Brambles Outdoor Nursery Group applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the Nursery which amount to regulated activity. It is unlawful for Bramble Outdoor Nursery Group to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Nurseries. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.		
Have you ever been convicted, cautioned or reprimanded for a criminal offence?	Yes	No
Are you on either of the two lists banning you from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)?	Yes	No

If answering "YES" to any of the above, please provide details on a separate sheet of paper and send this in a sealed envelope marked "confidential" with your application form.	Yes	No

7. **Declaration**

Any of the above particulars may be subject to verification. I understand that any false, inaccurate, or incomplete information could result in dismissal, disciplinary action, or withdrawal of any offer of employment.

I declare that the information given on this is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.

I understand that the early years setting may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the setting.

Signature of applicant: _____ Date: _____

Please return your completed application form to:

Electronically to Admin@bramblesoutdoorgroup.co.uk .

OR

By post in an A4 sized envelope marked 'CONFIDENTIAL' to Brambles Outdoor Nursery Group, Ablington, Figheldean, Salisbury, SP4 8JX.

When this form is submitted electronically and without a signature, electronic receipt of this form by the Nursery will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 7.

8. Recruitment Monitoring Form – Confidential

Brambles Outdoor Nursery Group are committed to equal opportunities in employment. It is our policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. **Completion of this form is voluntary but should you wish to complete this form, please return it in an enclosed envelope marked 'EQUAL OPPORTUNITY MONITORING FORM' with your completed application form or by a second e-mail separate to your application form**. If you are posting your application, the envelope will be removed from the application form immediately on receipt and will only be opened after the completion of the recruitment exercise when the details included on it will be used to evaluate the company's equal opportunity policies.

Position applied for:					
Name (forenames and surname in full):					
Date of Birth:		Age:			
If you are invited to attend an interview or take up employment and require special arrangements, please give details below:					
Do you consider yourself to have a disability?	Yes	No	Gender	Male	Female

I would describe my race or ethnic origin as (please tick appropriate box):					
White		**Black**		**Asian**	
White British		Black British		Bangladeshi	
White Irish		Black African		Pakistani	
White other		Black Caribbean		Indian	
		Black other		Asian other	
Chinese		**Mixed**		**Other please state:**	
Chinese		White and Black Caribbean			
Chinese other		White and Black African			
		White and Black Asian			

How did you find out about this vacancy? (If a newspaper/journal/website please give the name.)

_____

I consent to Brambles Outdoor Nursery Group holding the data in the equal opportunities section of this form in their database and manual file.

Signature of applicant: _____