



Sunbeams Day Care Limited

Heatherlands Primary School, Library Road, Parkstone, Poole, Dorset BH12 2BG

Tel 01202 737100 Mob 0770 3324482

E-mail: info@sunbeamsdaycare.co.uk Web: www.sunbeamsdaycare.co.uk

Our Vision:

*To nurture every child in an exciting, loving and interactive environment;
where they can flourish and grow into independent, unique and happy individuals.*

Job Application Form

Please complete the boxes below

Name:

Position applied for:

Please return your application to:

Sunbeams Day Care Limited

Heatherlands Primary School, Library Road, Parkstone, Poole, Dorset BH12 2BG

Please ensure you attach the correct postage – thank you

Application Form Please complete in black ink

Personal Details

Title					
Family or Surname					
Forename(s)					
Place of birth					
Nationality					
National Insurance Number					
Work Permit Required	YES / NO We will require proof that you are legally able to work in the UK				
CRB Held	YES / NO If yes give date and number				
Address					
Postcode					
Telephone daytime (inc. std code)					
Telephone evening (inc. std code)					
Mobile number					
Email address					
Position applied for					
	Full time		Part time		Support
	Please indicate hours available to work				
	MON	TUES	WED	THURS	FRI
AM					
PM					
Dates of any holidays booked					

Education and Training

Please give details and dates of education and any further training courses attended, state qualifications and results. Evidence of qualifications will be required at interview, and sight of such documentary evidence will be subject to any offer of employment.

Education		
Secondary School	From	To
Examinations Taken	Results	Date
Further Education		
College / University	From	To
Qualifications	Result	Date
Any other training undertaken or planned?	Date	

Employment History

Please start with your present or most recent employer. Please include numbers of children attending daily or number of staff supervised if applicable.

Date from	To
Full name and address of employer	
Your position	
Brief details of duties and responsibilities	
Reason for leaving	
	Salary £
If still employed what notice do you have to give?	

Date from	To
Full name and address of employer	
Your position	
Brief details of duties and responsibilities	
Reason for leaving	
	Salary £
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Date from	To
Full name and address of employer	
Your position	
Brief details of duties and responsibilities	
Reason for leaving	
	Salary £
If still employed what notice do you have to give?	

References

Please provide the names of two referees, one of whom must be your current employer and the other a previous employer or professional associate, for people new to the job market please give school and personal referees. They must not be a friend or member of your family. Please indicate if a reference can be taken before interview.

CURRENT/MOST RECENT EMPLOYER
Name
Address
Postcode
Telephone No:
Occupation
Can we approach this reference prior to interview? YES / NO

CURRENT/MOST RECENT EMPLOYER
Name
Address
Postcode
Telephone No:
Occupation
Can we approach this reference prior to interview? YES / NO

Can you please give us some information about yourself, e.g. interests, hobbies,

What achievements are you proud of? These do not have to be work related.

How would you implement our vision and values in your daily practice?
These are stated on the front page of this application form.

ESSENTIAL INFORMATION

Medical History **(All answers relating to absence/sickness will be checked for accuracy prior to an offer of employment being made)**

Please indicate any serious accidents, limitations, illnesses or learning difficulties, e.g. dyslexia

Days off sick over last two years:

Over how many periods:

All successful candidates will be subject to an enhanced Criminal Records Bureau (CRB) check.

DECLARATION

The job for which you are applying involves substantial access to children and is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as 'spent' under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exception applies.

The disclosure of a criminal record will not debar you from appointment unless the Company considers that the conviction renders you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when it was committed, along with any other factor which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Have you any previous convictions / been cautioned / bound over? YES / NO

If yes, please give details

I confirm that the information given on this form is, to the best of my knowledge, true and complete and I have not withheld any material facts. I understand that this application form forms part of any contract with Sunbeams Day Care Limited and any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature

Date

EQUAL OPPORTUNITIES

Sunbeams Day Care Limited is an equal opportunities Employer and has an uncompromising commitment to non-discriminatory employment practices. We aim to promote a working environment that builds on individual strengths and ability and ensures that all employees and job applicants are treated equally, without regard to race, age, marital status, disability or sex.

Can you please complete the details below – this will be used for monitoring purposes only and will be treated as completely confidential.

Ethnic origin / Disability

Can you please circle your relevant ethnic group in order for us to monitor the ethnic origin of our applicants.

White - British	White - European	Black Caribbean	Black African
Black other	Asian	Other ethnic group Please state	
Prefer not to say			
Registered Disabled		Not registered disabled	

Origin of application

Can you please tell us what influenced your decision to apply to Sunbeams Day Care Limited?

Advert – Where
Internet search – which search engine?
Leaflet
Word of mouth
Personal Contact – who?
Job centre
Other – Please give details

