 **Harvey Road Day Nursery Limited**

 9/10 Harvey Road

#  Cambridge CB1 2ET

#  Telephone (01223) 363860

Email office@hrdn.uk

 manager@hrdn.uk

 [www.harveyroaddaynursery.org.uk](http://www.harveyroaddaynursery.org.uk)

**Nursery Manager: Suzanne Baldry**

**Application for Employment at Harvey Road Day Nursery**

Thank you for taking the time to apply for employment at Harvey Road Day Nursery (HRDN).

We would be grateful if you could complete and return the following application form either via email to office@hrdn.uk or in hard copy to the above address. You are welcome to attach a copy of a recent CV should you like to do so.

HRDN has a responsibility to ensure that all employees are eligible to live and work in the UK. Unfortunately we are unable to offer employment to anyone who does not have the right to work in the UK and candidates invited to interview are requested to provide proof of their eligibility to work.

Please note that employment at Harvey Road is subject to an enhanced DBS disclosure.

**Application for Employment**

|  |  |
| --- | --- |
| **Position you are applying for:** |  |
| **If appointed when could you begin work?** |  |

**Personal Details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Home Address:** |  |
| **Home Telephone Number:** |  |
| **Mobile Telephone Number:** |  |
| **Email Address:** |  |

**Education, Professional and Educational Training**

Please note that qualification certificates will be required during the recruitment process

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Type of Training** | **College, Firm** **or Institute** | **Details, including examinations taken and qualifications gained** |
|  |  |  |  |
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**Employment History**

Beginning with your present or most recent employment please give details of your career history, including any voluntary work, career breaks and periods of unemployment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates of employment** | **Name of Employer, address and nature of business** | **Position and duties** | **Leaving salary** | **Reason for leaving** |
|  |  |  |  |  |
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**Additional Information**

Please provide us with any other additional information that you would like to give in support of your application, such as interests and career aspirations.

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| --- |
|  |

**References**

Please provide the names and addresses of two referees known to you who can provide you with a reference, one of which should be your most recent employer.

First referee:

|  |  |
| --- | --- |
| **Name:** |  |
| **Relationship to You:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |
| **Are you happy for Harvey Road to contact this referee?** |  |

Second referee:

|  |  |
| --- | --- |
| **Name:** |  |
| **Relationship to You:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |
| **Are you happy for Harvey Road to contact this referee?** |  |

**Disclosure and Barring Service and Criminal Offences**

As you are applying for a job which involves working with children you will be required to undergo a Disclosure and Barring Service (DBS) check and therefore the post you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that it is your responsibility to disclose all criminal convictions found against you (spent and unspent) and any pending hearings. It is also your responsibility to inform us if you have previously been barred from working with children.

Information that you disclose may be discussed with you further during the recruitment process. If you fail to disclose information that is subsequently revealed by a DBS check this could result in any offer of employment being withdrawn.

**Have you ever been (i) cautioned (ii) convicted of a criminal offence or (iii) do you have any hearings pending?**

|  |  |
| --- | --- |
| Yes | No |

If yes please provide further details on a separate sheet alongside this application form.

**Declaration**

I confirm that the information I have given in this Application for Employment and any supporting documents is correct and complete.

I understand that a withholding relevant information or providing false information on this application form, when given in references and presented as proof identity may result in any offer of employment being withdrawn with immediate effect.

I understand that an appointment, if offered, will be subject to a satisfactory Disclosure and Barring Service check and that Harvey Road Day Nursery operates a strict no smoking policy on Nursery premises.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |

**Thank you for your application, we will be in touch if your application is successful.**