



## Archfield House Nursery Job application form

Please complete the form in black ink, ensure the finished form is returned by closing date to the address given on the last page.

**POSITION APPLIED FOR:**

Where did you see this post advertised?

### APPLICANT'S DETAILS

<b>Title:</b>	<b>First Name:</b>	<b>Surname:</b>
<b>DATE OF BIRTH:</b>		

Home Address:

POST CODE:

Telephone no:

Home:

Work:

Mobile (where possible)

Email address (where possible)

Do you hold a current driving license? Yes  No

How much notice do you need to give your current employer?

### 2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post.

#### 1. Current/most recent employer/organisation

Name:

Address:

Job Title:	From:	To:
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Brief description of duties:

Reason for leaving/changing:





<b>6. REFERENCES</b>		
Please give name, address and position/occupation of two referees. One must be your present or most recent employer. One reference will be sought verbally before being invited for an interview , please specify which contact can be contacted.		
<b>1. Name:</b>		
Position:		
Organisation:		
Address:		
Tel:		
Email:		
Can this referee be contacted before interview stage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>2. Name:</b>		
Position:		
Organisation:		
Address:		
Tel:		
Email:		
Can this referee be contacted before interview stage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Suitable person declaration**

Have you been convicted of any criminal offence or received a caution in the last 5 years? Yes/No

Have you or anyone in your household ever been barred from working with children? Yes/No

Have you any court appearances pending? Yes/No

Is there any other matter which could possibly affect your work that you think we should be aware of? Please detail below Yes/No

<b>Declaration and Signature</b>
The information supplied in this application form is accurate to the best of my knowledge.
Signed.....Date.....

Please note that all successful candidates will be required to complete a Criminal Records check and Health Questionnaire to ensure suitability to work with young children. We expect any convictions, cautions, court orders, reprimands and warnings which may also affect suitability.

All new employees are subject to these checks along with references from two separate sources in order to confirm their appointment. Thank you for completing the form

Please print your completed form and return to Archfield House Nursery, 2 Archfield Road, Cotham, Bristol, BS6 6BE. We are unable to contact unsuccessful candidates who have not been invited for interview.

Unsuccessful candidates who are invited for interview and 'play day' will be informed via telephone or email and given feedback

<b>For Office use only:</b>			
Identification verified <input type="checkbox"/>		Qualifications verified <input type="checkbox"/>	
Arrange interview Yes <input type="checkbox"/> No <input type="checkbox"/>		Arrange call back Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for decision:		Reason for decision:	
Successful candidate Yes <input type="checkbox"/> No <input type="checkbox"/>		Unsuccessful candidate Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for decision:		Reason for decision:	