**The Nest**

**Dear Applicant,**

Re: Application Pack

Thank you for requesting an application pack. Please take time to read through, the person specification for the role, job description and all the information supplied here before completing the application form including the section which asks you to tell us how you meet the person specification. You should return it by e-mail to [debbie@thenestdaynursery.com](mailto:debbie@thenestdaynursery.com)

Please visit our website to read about our nurseries and see our current vacancies: [www.thenestdaynursery.com](http://www.thenestdaynursery.com)

Applications will be judged according to the criteria of the job description and person

specification as required by our Equality, Diversity and Inclusion Policy and Recruitment Policy. Please make sure you answer every point in the person specification on your application form, paying attention to essential criteria. All successful applicants are subject to an enhanced DBS check. This post is subject to a probationary period of 6 months.

This Nest is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. You will be required to have a valid DBS check or to have a new check before you start work with us and have satisfactory references. Do let us know if you require a postal copy of the application form and relevant documents or if you require the form is a different format

**PLEASE NOTE – WE DO NOT ACCEPT CV’S AS PART OF YOUR APPLICATION. PLEASE COMPLETE THE APPLICATION FORM IN FULL. WE WILL NOT BE ABLE TO CONSIDER PARTIALLY FILLED APPLICATION FORMS.**

We look forward to receiving your application.

The Nest Team.

WHEN RETURNING YOUR APPLICATION FORM BY EMAIL PLEASE ENSURE THAT YOU SAVE THE DOCUMENT AND INCLUDE YOUR NAME IN THE FILE NAME.

**Application Form**

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Pronoun:** |  |
| **Position applied for** |  |
| **Which setting are you looking to work at?** |  |
| **Do you hold a UK driving license?** |  |
| **Available to Start Date:** |  |
| **Current notice period:** |  |
| **Days and Times available to work (Delete as appropriate)** |  |
| **Phone:** |  |
| **E-mail** |  |
| **Current Address** |  |
| **National Insurance Number:** |  |
| **Date of Birth:** |  |
| **When was your last DBS/CRB check?** |  |
| **Have you attended a 12 hours first aid course? When?** |  |
| **What childcare qualifications do you have?** (include completion Dates) Certificates will be requested prior to an offer being made. |  |
| **What other qualifications do you have?** (include completion Dates) Certificates will be requested prior to an offer being made. |  |
| **What was your salary/hourly rate in your most recent childcare position?** |  |
| **What qualification would you like to gain next?** |  |
| **What are your current personal development areas?** |  |

**Employment history –**

Starting with your most recent; A full career history since leaving secondary education (including part-time and voluntary work, as well as full time employment) with employer details, position, start and end dates, main

tasks/responsibilities, explanations for periods not in employment and reasons for

leaving employment. If you have any gaps in education or employment, please include them here.

**Company Name:**

**Job Title**

**Date From: Date to:**

**Brief Description of Duties:**

**Address:**

**Post Code:**

**Company Name:**

**Job Title**

**Date From: Date to:**

**Brief Description of Duties:**

**Address:**

**Post Code:**

**Company Name:**

**Job Title**

**Date From: Date to:**

**Brief Description of Duties:**

**Address:**

**Post Code:**

**Company Name:**

**Job Title**

**Date From: Date to:**

**Brief Description of Duties:**

**Address:**

**Post Code:**

**If you require an additional page, please attach it in a word document here:**

**References** See guidance notes on references below

|  |  |
| --- | --- |
| **Name and Job Title** |  |
| **In what capacity do they know you/Relationship?** |  |
| **Contact details –** Address, e-mail, telephone |  |
| **Can we contact before interview? Y/N** |  |

|  |  |
| --- | --- |
| **Name and Job Title** |  |
| **In what capacity do they know you/Relationship?** |  |
| **Contact details –** Address, e-mail, telephone |  |
| **Can we contact before interview? Y/N** |  |

**Personal Statement – Please tell us why you would like to work at The Nest and what makes you suitable for this role?**

|  |
| --- |
|  |

**Applicants with disabilities**

The Nest is committed to employing people with disabilities. Please state any arrangements we can make to assist you, if called for interview or appointed to the post:

**Disciplinary Record**

Have you ever been subject to disciplinary action in the past? Yes/No

**If Yes**, please give details below

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Employer** | **Subject** | **Outcome** |
|  |  |  |  |

Please sign here to confirm that all of the information provided on this application form is true and accurate.

**Signature:**

**Date:**

**THIS EQUAL OPS SECTION IS PART OF THE INTERVIEW PROCESS**

**Equal Opportunities in Employment**

The Nest is an equal opportunities employer and will apply objective criteria to assess merit. The Nest aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, religion, ethnicity, gender, gender expression, marital status, pregnancy or maternity, sexual orientation, age or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be reviewed frequently to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and where appropriate and possible, special training to enable them to progress within and outside the organisation. The Nest is committed to a programme of action to make this policy fully effective.

Would you please provide the following information which will be treated as confidential but which will assist us to monitor and implement our Equal Opportunities Policy? Your application will not be affected by the information provided or if you choose not to complete part or all of this section.

**Delete as appropriate**

|  |  |
| --- | --- |
| **Application for the post of:** |  |
| **Where did you see the post advertised?** |  |
| **How would you describe your gender?** |  |
| **How would you describe your sexual orientation?** |  |
| **How would you describe your ethnic origin?** |  |
| **How would you describe your religious belief?** |  |
| **Are you day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | Yes, a lot  Yes, a little  No  Prefer not to answer |
| **Please state the type of impairment. If you have more than one, please choose all that apply** | Developmental condition  Mental health condition  Physical impairment  Learning disability/difficulty  Long standing illness  Other (please state)…………………………… |

**Date…………………………………………….**

**Staff Suitability Declaration – Strictly Confidential**

This form is to be completed by all prospective staff before they commence employment (including regular volunteers and students) and completed by all staff on an annual basis.

Please answer all questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the manager/senior responsible for your recruitment.

Please write yes or no against each bullet point:

|  |
| --- |
| Name of Staff Member:  Date of Birth: |
| Setting and position/applied for:  Name of Manager: |

|  |  |
| --- | --- |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent enhanced DBS disclosure? |  |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your employment at this setting? |  |
| Please read the guidance at the bottom of this form:  Are you ‘disqualified for caring for children?’ to include   * Have you committed any offences against a child? * Have you committed any offences against an adult (eg rapes, murder, indecent assault, actual bodily harm etc) * Have you been barred from working with children (DBS)? * Have you been disqualified from working with children under the childcare ACT 2006? * Have your own children taken into care? * Have/are your own children the subject of a child protection order? |  |
| Are there any other reasons why social services may be aware of you? For example were you under social services care as a child? |  |
| Has your name been placed on the DBS barred list? |  |
| Do you have any medical conditions that could affect your ability to care for children? |  |
| Are you taking any medication on a regular basis or any other substance? |  |
| If you have answered Yes to any of the questions, please provide further information below… |  |
| I understand my responsibility to safeguard children and am aware that I must notify my manager/prospective manager of anything that would affect my suitability.  I will ensure I notify my employer of any convictions, cautions, court orders, reprimands or warnings I may receive.  I am aware that if I am taking medication on a regular basis I must notify my employer and must keep the medication in a safe place, out of reach of children.  I will ensure that I notify my manager if I experience any health concerns which could impact upon my ability to work with children  I give permission for you to contact any previous settings, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children. |  |
| Signed: (if e-mailed enter your full name and date of birth) |  |
| Dated: |  |

You will be asked to sign this form at the interview.

**Guidance – Reasons for disqualification**

There are a number of reasons that a person may be disqualified from working with children, under the Childcare Act 2006. These may be grouped under the following general headings:

* Grounds relating to the care of children.
* Offences against children.
* Offences against adults.
* On or after April 2007 having received a caution in respect of a disqualifiable offence (this is not a conviction as the case was not tried but a person agrees to accept a caution).
* Fostering –any prohibition(ban) on a person acting as a foster carer.
* Injury or death of a child not mentioned in the specific offences for example driving while drunk or driving without due care and attention.
* Children’s homes – both the registered person and the manager who is also registered. – a failure to register, failure to comply with conditions of registration, contravention of regulations, false descriptions of establishments and agencies, false statements in applications.
* Inclusion on the list held by the Disclosure and Barring Service.
* Having registration as nurseries, day care, childminding or other childcare provision refused or cancelled (this does not apply to a person whose registration as a childminder or childcare provider is cancelled in England for non-payment of fee after 1 September 2008).
* Offences include those committed overseas that, had the offence been committed in the UK, would disqualify that person from registration, regardless of how the offence is described in the law of the other country