



Our family looking after your family

Woodlands Early Learning  
108 Barnes Lane  
Sarisbury Green  
Southampton  
SO31 7BJ  
01489 605495  
[admin@earlyroots.com](mailto:admin@earlyroots.com)

## APPLICATION FOR EMPLOYMENT

**Position Applying For:**

**Part/Full Time:**

**Title:**

**Full Name:**

**Date of Birth:**

**National Insurance Number:**

**Address:**

**Post Code:**

**Telephone number:**

**Email:**

**Preferred method of contact?**

**How will you travel to the Nursery?**

*Posts that involve working with children are exempt from the Rehabilitation of Offenders Act 1974 and you must therefore declare any convictions, cautions and bind-overs, including any that would be normally regarded as "spent".*

**Have you been convicted of a criminal offence?**

**Yes/No**

*Under new EYFS guidance it is important to inform Woodlands Early Learning if any member of your household has been convicted of a criminal offence.*

**Has anyone in your household been convicted of a criminal offence**

**Yes/No**

**Do you currently hold an Ofsted Waiver?**

**Yes/No**

**Do you have a current D.B.S. Enhanced Police Check?**

**Yes/No**

**Are you registered for the D.B.S. update service?**

**Yes/No**

**If yes, please give D.B.S. certificate number: .....**

**Do you give us permission to perform a status check on your DBS?**

**Yes/No**

**Do you have the right to work in the UK?**

**Yes/No**

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*Have you ever worked or lived abroad for more than 12 months?*

*Yes/No*

If yes, you will need to provide a copy of your criminal check certificate/certificate of good character. This must be from any country you have lived for 12 months or more (whether continuously or in total). **You will need to apply for a criminal check/certificate of good character before employment commences.**

*Have you been part of any disciplinary or misconduct within your previous employments?*

*Yes/No*

*If yes, please provide details.*

### **EQUAL OPPORTUNITIES**

*Do you have any physical disabilities that might affect your ability to carry out manual handling tasks?*

*If yes, please provide details.*

*Yes/No*

*Do you have any mental health concerns that might affect your ability to carry out this role?*

*Yes/No*

*If yes, please provide details.*

*Do you have a sufficient understanding and use of English to ensure the well-being of children in your care? (i.e to keep written records, summon emergency help and understand instructions such as those for safety of medicines or food hygiene)*

*Yes/No*

*If No, please provide details.*

*Are there any reasonable adjustments we need to make for you to attend an interview?*

*Yes/No*

*If yes, please provide details.*

*How much notice does your present employee require?*

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**EMPLOYMENT HISTORY** - Please provide us with details of your previous employments.

**MOST RECENT EMPLOYMENT**

Company Name:  
Address:  
Post Code:  
Contact Number:  
Position Held:  
Start Date:  
End Date:  
Final Salary:  
Reason for Leaving:

**MOST RECENT CHILDCARE EMPLOYMENT**

Company Name:  
Address:  
Post Code:  
Contact Number:  
Position Held:  
Start Date:  
End Date:  
Final Salary:  
Reason for Leaving:

**ADDITIONAL EMPLOYMENT**

Company Name:  
Address:  
Post Code:  
Contact Number:  
Position Held:  
Start Date:  
End Date:  
Final Salary:  
Reason for Leaving:

Company Name:  
Address:  
Post Code:  
Contact Number:  
Position Held:  
Start Date:  
End Date:  
Final Salary:  
Reason for Leaving:

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Are there any gaps in your employment history?

Yes/No

If Yes, please provide details.

**QUALIFICATIONS**

Please give details of the qualifications you have, starting with the most relevant Childcare qualification. Please include secondary school qualifications, first aid, safeguarding and Prevent duty if applicable.

<b>Title / Qualification</b> <i>(e.g., BTEC / CACHE / NVQ)</i>	<b>Awarding Body / School, College, University</b> <i>(e.g., NCFE / City &amp; Guilds)</i>	<b>Date and Grade Achieved</b>
<b>CHILDCARE QUALIFICATION</b>		
<b>A-LEVEL, GCSE's &amp; FUNCTIONAL SKILLS</b>		
<b>ANY OTHER RELEVANT</b>		

**Special Achievements and Interests**

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*Please provide a statement of your personal qualities and experience that are relevant to the position you are applying for.*

*Please provide two references; one must be your most recent employer, and one from your most recent Childcare employer.*

<p><i>Full Name:</i></p> <p><i>Job Title:</i></p> <p><i>Address:</i></p> <p><i>Post Code:</i></p> <p><i>Contact Number:</i></p> <p><i>E-mail Address:</i></p> <p><i>Are we able to contact this referee now?</i> <i>Yes/No</i></p>	<p><i>Full Name:</i></p> <p><i>Job Title:</i></p> <p><i>Address:</i></p> <p><i>Post Code:</i></p> <p><i>Contact Number:</i></p> <p><i>E-mail Address:</i></p> <p><i>Are we able to contact this referee now?</i> <i>Yes/No</i></p>
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*All of the details above to my knowledge are correct and accurate and I am not currently disqualified from working within childcare. Failure to disclose any information may affect your application. The details provided on this application form will remain confidential.*

**Signed** .....

**Date**.....

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