

**OFFICE USE ONLY**

Received:  
Interview:  
Recruitment Decision:



**Staff Application Form**

Please complete and return by e-mail or post to the relevant nursery setting – contact details can be found at [www.myshootingstars.com](http://www.myshootingstars.com)

**PERSONAL INFORMATION**

<b>POSITION APPLIED FOR</b>	
<b>SETTING</b> (delete as appropriate)	Stourbridge / Hinckley / Gloucester / Wolverhampton / Bromsgrove / Worcester

<b>FORENAME</b>	<b>SURNAME</b>	<b>PREFERRED TITLE</b>
		(Miss, Mrs, Ms, Mr, etc)

<b>ADDRESS</b>

<b>MOBILE TEL. NUMBER</b>	<b>HOME TEL. NUMBER</b>	<b>NATIONAL INSURANCE NUMBER</b>

<b>Email</b>	
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**EDUCATION**

Please provide details of your formal education

COLLEGE/UNIVERSITY	FROM	TO	QUALIFICATIONS
SECONDARY	FROM	TO	QUALIFICATIONS

**TRAINING**

Please list any relevant training courses that you have attended

COURSE TITLE	DATE ATTENDED

**OTHER SKILLS**

Please list any additional skills you feel may support your application (languages, hobbies, etc)

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**EMPLOYMENT HISTORY**

Starting with your most recent employer, please provide details of your employment history

DATES FROM	TO	JOB TITLE
<b>NAME AND ADDRESS OF EMPLOYER</b>		
<b>CURRENT SALARY</b>		<b>REASON FOR LEAVING</b>

Please outline the roles of responsibilities in your current role (or most recent role)

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DATES FROM	TO	JOB TITLE
<b>NAME AND ADDRESS OF EMPLOYER</b>		
<b>CURRENT SALARY</b>		<b>REASON FOR LEAVING</b>

DATES FROM	TO	JOB TITLE
<b>NAME AND ADDRESS OF EMPLOYER</b>		
<b>CURRENT SALARY</b>		<b>REASON FOR LEAVING</b>

Continue on an additional sheet if needed

Please use this space to detail reasons for any gaps in your employment history

**WORKING IN CHILDCARE**

What interests you most about working in childcare?

What strengths do you feel you will bring to the role?

What attracted you to apply for a position at Shooting Stars Nurseries?

**GENERAL INFORMATION**

Do you require a permit to work?

**If yes, please provide a copy of this permit with your application**

Notice required by current employer?

Where did you hear about this vacancy?

## REFERENCES

Please provide details of two professional references. One must be from your current or most recent employer.

<b>Name</b>	<b>Name</b>
<b>Position</b>	<b>Position</b>
<b>Address</b>	<b>Address</b>
<b>Telephone Number</b>	<b>Telephone Number</b>
<b>Email</b>	<b>Email</b>

## DECLARATION OF SUITABILITY

The post for which you have applied involves working with children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions that you may have, including those that would otherwise be regarded as 'spent' under this Act. The information that you provide will be treated in the strictest confidence.

Please answer the following questions and sign the declaration below to demonstrate that you are safe to work with children.

Please identify yes or no against each question.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence? Including those that would normally be considered as 'spent'.	<b>YES / NO</b>
Are you 'Disqualified for Caring for Children': (to include)	<b>YES / NO</b>
<ul style="list-style-type: none"> <li>• Have you committed any offences against a child?</li> <li>• Have you committed any offences against an adult (rape, murder, actual bodily harm, indecent assault, etc)?</li> <li>• Have you been barred from working with children?</li> <li>• Are you living with someone who has been barred from working with children (DBS)?</li> <li>• Are you living with in the same household as someone who has been disqualified from working with children under the Childcare Act 2006?</li> <li>• Have your own children been taken into care?</li> <li>• Have/are your own children the subject of a child protection order?</li> <li>• Has your name been placed on the DBS barring list?</li> </ul>	<b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b>

If you have answered **YES** to any of the questions above, please provide further information on an additional sheet

**DISCLOSURE AND BARRING**

All successful applicants will be subject to an enhanced DBS disclosure. The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions. It also prevents unsuitable people from working with vulnerable groups, including children through its criminal records checking and barring functions.

**DECLARATION**

I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information given on this application form being correct. I understand that providing false information with regards to this application shall disqualify me from such appointment, or if discovered after employment, may lead to dismissal.

**I confirm that these details are correct and true to the best of my knowledge**

**Signature of Applicant:**

**Date:**