



Noah's Ark Nursery Schools

**APPLICATION FORM**

Job Title: \_\_\_\_\_ Deadline for receipt of form: \_\_\_\_\_

**PERSONAL DETAILS**

Mr/Mrs/Miss/Ms: \_\_\_\_\_ Surname/Family Name: \_\_\_\_\_ Forenames: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_  
(Please specify times or dates when it is convenient to call)

Email address: \_\_\_\_\_

Do you require a work permit to work in the UK?  Yes  No

If yes please provide a copy with this application

If you are disabled, would you require any assistance at the interview?  Yes  No

If yes, please specify:

Please tell us where you heard about this job vacancy or where you saw it advertised:

Kindly state your level of proficiency in English:

First Language  Bilingual  Advanced  Intermediate

**APPLICATION TO BE RETURNED TO:**  
Dolphin School (Incorporating Noah's Ark Nursery Schools)  
106 Northcote Road  
Battersea  
SW11 6QW

Tel: 020 7924 3472 Fax:020 8265 8700

**PLEASE USE THIS SPACE TO TELL US ABOUT YOUR CURRENT OR MOST RECENT RELEVANT WORK  
(PAID OR OTHERWISE)**

<b>Name of employer:</b>  <b>Address:</b>   <b>Postcode:</b>  <b>Telephone No:</b>  <b>Date Started:</b>  <b>Date left (where applicable):</b>	<b>Post Held:</b>  <b>Salary/Grade:</b>  <b>What is your notice period?</b>  <b>Reason for leaving/wishing to leave:</b>
<b>Summary of current duties:</b>	

**PREVIOUS EMPLOYMENT**

**Please give details of your full employment history. Also, please detail any periods of unemployment and unpaid/voluntary work (most recent first). Continue on a separate sheet if necessary.**

<b>Dates From To</b>	<b>Name and address of organisation</b>	<b>Telephone and contact</b>	<b>Job/Role and brief description of main duties</b>	<b>Reason for leaving</b>

**PLEASE TELL US ABOUT ANY COURSES OR TRAINING THAT YOU HAVE BEEN ON.**

Dates From To	Name & address of Institute/Training body	Name of course	Areas covered	Results/certificates/ qualifications gained

**REFEREES**

<b>Referee No. 1</b> Your current/most recent line manager/employer	<b>Referee No. 2</b> A previous employer/other relevant referee (someone who knows you in a professional or training /education context)
<b>Name:</b>  <b>Job Title:</b>  <b>Address:</b>   <b>Telephone No:</b>  <b>Fax No:</b>  <b>Email address:</b>  <b>Relationship to you:</b>	<b>Name:</b>  <b>Job Title:</b>  <b>Address:</b>   <b>Telephone No:</b>  <b>Fax No:</b>  <b>Email address:</b>  <b>Relationship to you:</b>
May we approach this referee prior to interview?      Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach this referee prior to interview?      Yes <input type="checkbox"/> No <input type="checkbox"/>

## RELEVANT EXPERIENCE/FURTHER INFORMATION

The person specification indicates the types of knowledge, skills and experiences that are needed to carry out this position. Please use the space below to demonstrate your knowledge, skills and experience in the areas outlined in the person specification. Please also comment on the way in which your personal qualities match our requirements. You may include details of other paid/unpaid work, voluntary work and work at home, committee and club experience/activities and any relevant hobbies etc. Please give examples for every item on the Person Specification.

PLEASE CONTINUE ON A SEPARATE SHEET

### CRIMINAL CONVICTIONS

The post for which you have applied is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (ROA) 1974 (Exemptions) Order 1975. Therefore, you are required to provide full details of all convictions, cautions and bind-overs including those regarded as spent under the ROA, and any pending prosecutions. In the event of employment any failure to disclose such sentences or convictions could result in dismissal or other disciplinary action.

Under arrangements for the protection of children, we will check with the police about the existence and content of any criminal record. This is a Criminal Records Bureau (CRB) Disclosure. Police checks will only be made on the successful applicant. Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.

Please answer the following:

Have you previously used, or do you currently use, any other surname(s)? Yes  No   
If YES, state the other surname(s) use use(d):

Do you have any criminal records to declare? Yes  No

This includes: Prison sentence, bind-over, caution, discharge, probation, conviction, fines, community service, punishment orders, curfew, drug treatment/testing, reparation orders, compensation.

If YES, when did this take place?

What was the charge?

Are there any current criminal proceedings against you?

Do you have anything else to declare? Yes  No

i.e. have you been the subject of any child protection investigations, including any allegations relating to abuse, bullying, intimidation, professional malpractice or misconduct?

**IF YOU HAVE ANSWERED YES TO EITHER OF THE QUESTIONS ABOVE, PLEASE GIVE DETAILS ON A SEPARATE SHEET.**

### 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 information given on this application form being correct. Providing false information with regard to this application shall disqualify me from such an appointment, or if discovered after employment, may lead to dismissal.

Signed:

Full name:

Date:

**CONFIDENTIAL – EQUAL OPPORTUNITIES MONITORING FORM**

**Monitoring Information**

In order that we can effectively monitor recruitment detailed monitoring of applications is carried out. This necessitates collecting information regarding your gender, ethnic and any disability you may have. Your co-operation would be appreciated. This information is used solely for monitoring purposes. It will be treated as confidential and this sheet will be detached from your application form on its receipt and before shortlisting of candidates takes place. It will not be used as part of the selection process.

Job Title .....

Your name .....

Female  Male

White		Mixed		Black Black British		Asian Asian British		Other	
British		White & Black Caribbean				Indian		Chinese	
Irish		White & Black African		African Please specify Caribbean		Pakistani		Filipino	
Other		White & Asian		Other		Bangladeshi		Vietnamese	
European		Any other mixed				Other		Other	

If you selected any of the 'other' categories, please could you specify how you would further describe yourself?

.....

**DISABILITY**

Do you consider yourself to have a disability? Yes  No

Is there anything we need to know about your disability in order to ensure that you have a fair selection interview?  
Please ensure that you have told us in the Personal Details section.