



Bolitho Nursery

enable · nurture · thrive

Job Application Form

Position applied for:

Date of application:.....

Personal Information

Title:	Surname:
First & middle name(s):	Have you had any previous names? If so, note these here:
Date of birth:	Nationality:
Address:	National Insurance Number:
Postcode:	Telephone (home):
E-mail address:	Telephone (mobile):
Are you eligible to work in the UK?	Have you lived or worked abroad? If so, please explain and provide dates and countries:

Education & Qualifications

Please note **all** of your education history, starting with your current or most recent education.

Bolitho Nursery

Polwithen Road, Penzance, Cornwall, TR18 4JR

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Registered Office: Cornwallis Care Services LTD, Godrevy House, Trewidden Road, St Ives, Cornwall TR26 2BX
Company No: 3143947 Registered in England and Wales

Education Institution	Address	Qualification(s) gained	Start & end date

Training

Have you undertaken any training courses that are relevant to this role?

For example, Paediatric First Aid.

Training course	Training company	Date completed

Employment history

Please note *all* of your employment history, starting with your current or most recent role.

Dates of employment (e.g. 15.04.2022 - current)	Employer's name & address (Please include the company name where applicable)	Job role(s)
Please explain your duties and responsibilities in this role:		
What was your reason for leaving this role?		
Notice period:		Salary:

Dates of employment (e.g. 15.04.2022 - current)	Employer's name & address (Please include the company name where applicable)	Job role(s)
Please explain your duties and responsibilities in this role:		
What was your reason for leaving this role?		

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Please explain your duties and responsibilities in this role:		
What was your reason for leaving this role?		

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Please explain your duties and responsibilities in this role:		
What was your reason for leaving this role?		

Dates of employment (e.g. 15.04.2022 - current)	Employer's name & address (Please include the company name where applicable)	Job role(s)
Please explain your duties and responsibilities in this role:		
What was your reason for leaving this role?		

Gaps in employment

Please explain any gaps in your employment.

For example: Studying, maternity leave and so on.

Dates (please include month & year)	Reason for gap in employment

References

We require a minimum of **two** references as part of our safer recruitment procedures.

The first contact must be from your current employer, training provider or education setting and must be a senior person with appropriate authority.

If you are not currently working with children, you must provide a contact to secure a reference from the relevant employer from the last time you worked with children. If you have never worked with children before then provide a reference from your current employer, training provider and/or education setting.

We cannot accept open references e.g. *'To whom it may concern'* or references from family members.

Referee 1 (your current/most recent line manager/employer)

Name:	Job title:	Organisation:
Address:	Telephone number:	Email address:
Relationship to you:	Can we contact this person prior to interview? (please circle) YES / NO	

Referee 2

Name:	Job title:	Organisation:
Address:	Telephone number:	Email address:
Relationship to you:	Can we contact this person prior to interview? (please circle) YES / NO	

(Please note, for any successful candidates references must be obtained and verified before employment can commence.)

Personal statement

Please note here a supporting statement for your application of the role applied for, including relevant skills and experience. (please continue on a separate sheet if necessary).

[illegible]

Suitability Declaration

As part of our safer recruitment procedures and in accordance with the law we must ensure all applicants are suitable to work with children.

Please circle YES or NO against each point. If you are unsure about any of the questions please speak to the registered person/Manager for clarity to ensure all information recorded is true and accurate.

The full list of relevant offences can be found here:

[Disqualification under the Childcare Act 2006](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) / <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence before your employment at this setting?	YES / NO
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?	YES / NO
Have you been barred from working with children and you are included on the Disclosure and Barring Service (DBS) Children's Barred List?	YES / NO
Have you been disqualified from working with children under the Childcare Act 2006?	YES / NO
Have you been made the subject of an order where a child has been removed from your care or prevented from living with you?	YES / NO
Have you been refused registration as a childminder, foster parent, nursery owner or children's home provider, or had your registration cancelled?	YES / NO
Have any of your own children been subject to a child protection plan whilst in your care?	YES / NO
Do you have any medical conditions that could affect your ability to care for children?	YES / NO
Are you suffering from any ongoing medical conditions or mental health issues, or are there any current investigations underway in relation to your health that could affect your ability to care for children?	YES / NO
Are you taking any medication on a regular basis or any other substances (either prescribed or non prescribed?)	YES / NO
If you have answered YES to any of the questions, please provide further information below:	
Details of any order, determination, caution, conviction, or other ground for disqualification from registration under the 2018 regulations:	
<i>You will need to provide a certified copy of the relevant order (in relation to an order, caution or conviction)</i>	
Date of the order, determination, caution, conviction, or the date when the other ground for disqualification arose:	
The body or court which made the order, determination, caution or conviction, and the sentence/disposal (if any) imposed:	

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. I agree that, should I be successful in this application, I understand that Bolitho Nursery will need to apply to the Disclosure & Barring Service for an enhanced disclosure. I understand that, should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated. This also applies to any overseas checks where relevant.

3. I agree that Bolitho Nursery can contact the referees provided and subject to these references I cannot start employment until these have been received and verified in-line with safer recruitment procedures.

4. I confirm that I will comply with the relevant suitability checks that are part of Bolitho Nursery safer recruitment procedures to ensure all candidates suitability to work with children. These include but are not limited to, proof of identity and certificates of qualifications.

Applicant's name:.....

Applicant's signature:.....

Date:.....

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Applicant shortlisted for interview:	YES / NO
If no, reason(s):	
Application scrutinised for anomalies? <i>(Note any queries to discuss with applicant, e.g. gaps in employment/referees etc)</i>	
Interview date:	
Interview panel:	
ID checks x2 minimum ID checks must include: <ul style="list-style-type: none">- Photo ID (passport/driving licence/PASS card)- Birth certificate & any documentation confirming name changes (i.e marriage certificate)- Proof of address (utility bill, bank statement dated within last 3 months)	<u>Proof of ID (1)</u> Document type: Date witnessed: Name & signature of witness: Photocopy taken: YES / NO <u>Proof of ID (2)</u> Document type: Date witnessed: Name & signature of witness: Photocopy taken: YES / NO <u>Proof of ID (3)</u> Document type: Date witnessed: Name & signature of witness: Photocopy taken: YES / NO
Reference checks Employment cannot begin until references have been received, verified and meet safer recruitment procedures.	<u>Referee (1)</u> Date reference received: Reference verified:

	<p>Any concerns or follow ups required?:</p> <p>Name & signature of verifier :</p> <p><u>Referee (2)</u></p> <p>Date reference received:</p> <p>Reference verified:</p> <p>Any concerns or follow ups required?:</p> <p>Name & signature of verifier:</p>
Enhanced DBS Checks	<p>Date DBS completed & sent:</p> <p>Name of company used:</p> <p>Date DBS received:</p> <p>DBS number:</p> <p>Any records or concerns raised?: YES / NO</p> <p>Is the person suitable to work with children?: YES / NO</p> <p>If no, note here:</p> <p>Applicant registered on the update service? YES / NO</p>
Overseas checks	<p>Has the applicant worked or lived abroad? YES / NO</p> <p>Is an overseas check required? YES / NO</p> <p>Date overseas check requested:</p> <p>Date overseas check returned:</p> <p>Any records or concerns raised?: YES / NO</p> <p>Is the person suitable to work with children?: YES / NO</p> <p>If no, note here:</p>

<p>Qualification(s) check</p>	<p>Qualification(s) reviewed against the Early Years qualification requirements and standards; and qualification digital checker?</p> <p>YES / NO</p> <p>Do the qualification(s) meet the standards?</p> <p>YES / NO</p> <p>If no, note here further information:</p> <p>Date checked:</p> <p>Signature:</p>
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