



# 1st Safari Day Nurseries Ltd.

## Safari House

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Website: [www.1stSafari.co.uk](http://www.1stSafari.co.uk)

### APPLICATION FOR EMPLOYMENT

This form has been designed to tell us all we need to know about you at this stage.  
 Please complete the form in black ink and block capitals.

**1) Position Applying For & Setting(s) To Be Considered For:** (Tick all applicable)

		<input type="checkbox"/>	Cavendish Lodge, Keighley
		<input type="checkbox"/>	Dracup Lodge, Great Horton, Bradford
		<input type="checkbox"/>	Thornton Lodge, Thornton, Bradford
<input type="checkbox"/>	<input type="checkbox"/>	1st Safari – Genesis (Milnrow)	Sandpit Nursery, Barnsley
	<input type="checkbox"/>	1st Safari – Genesis (Rochdale)	Mazehill Nursery, Chapeltown, Sheffield

**2) Personal Information:**

<b>Surname:</b>				
<b>Forenames:</b>				
<b>Title:</b>			<b>Date of Birth:</b>	
<input type="checkbox"/> Mr	<input type="checkbox"/>	<input type="checkbox"/> Mrs	<input type="checkbox"/>	<input type="checkbox"/> Miss
<b>Other:</b>			<b>Place of Birth:</b>	
<b>Previous names (if any):</b>				
<b>Address for communications:</b>				
<b>Post Code:</b>				
<b>Daytime telephone number:</b>				
<b>Evening telephone number:</b>				
<b>Mobile telephone number:</b>				
<b>Email Address:</b>				
<b>Nationality:</b>				
<b>National Insurance Number:</b>				
<b>Are you subject to immigration control?</b>			<b>YES / NO</b>	
<b>Are you free to take up employment in the UK?</b>			<b>YES / NO</b>	
<b>Work Permits: Do you require a work permit?</b>			<b>YES / NO</b>	
<b>Dates you are not available for interview:</b>				

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## 3) Other Employment

Please note any other employment you would continue with if you were to be successful in obtaining this position

## 4) Education & Training:

Please give details & dates of education, and any further training

From	To	Establishment	Qualifications gained

## 5) Courses Attended:

**State qualifications and results.**

Do you have any other qualifications or skills (e.g. knowledge of a foreign language, first aid certificate, computer literacy, food and hygiene certificate etc.)?

Courses/Training attended	Examinations Taken	Result	Date

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## 6) Employment History:

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned.

From (Month & Year)	To (Month & Year)	Name and Address Of Employer	Job Title, Description of Duties, Responsibilities and Reason for Leaving	Final salary

## 7) Hours Available For Work:

Looking for :	Full-Time / Part-Time
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**If Full-Time please continue with the questions section 8) Notice Period.**

**For Part-Time Work then answer the following questions.**

Please state the minimum and maximum number of hours you are looking for:	
Maximum Hours Available :	
Minimum Hours Requested:	

**What Days and times are you available?**

Days Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 1:00					
1:00 – 6:00					
11:00 – 1:30					
Other:					

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## 8) Notice Period:

Please state the notice period you would need to give your current employer, or alternatively the earliest date you could start if offered a position.

## 9) Other Information:

**Have you made a previous application to the Company?**

*If so, when was this and what was the outcome?*

**Do you own a car and/or full driving licence?**

**Any dates of holidays pre-booked?**

**Please give details of your main extra-curricular activities:**

*Any hobbies and interests.*

## 10) DBS:

<b>Have you had a Disclosure and Barring Service (DBS) checks?</b>	<b>Yes / No</b>
<b>Do you have a current Enhanced DBS disclosure?</b>	<b>Yes / No</b>
<b>Is your DBS on the Update Service</b>	<b>Yes / No</b>

If you have an Enhanced DBS disclosure please supply the following details:

<b>Enhanced DBS disclosure number:</b>	
<b>Date of Issue:</b>	
<p>Because of the nature of the work fro which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.</p> <p>In addition you will be required to submit a Disclosure and Barring Service (DBS) check. Any disclosure made will remain strictly confidential.</p> <p><b>Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence.</b></p> <p style="text-align: center;"><b>YES / NO</b></p> <p><i>If yes , please give details</i></p> <p><b>Do you have any police proceedings impending or outstanding against you?</b></p> <p><i>If yes , please give details</i></p>	

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## 11) Supplementary Information:

**Please use this space to add any additional information in support of your application**  
*State why you are interested in the post for which you have applied and mention anything else which supports your application. (You may continue on a separate sheet if necessary)*

## 12) Referees

Please give details of two employment referees; one must be your last employer.

<b>First referee</b>	<b>Second referee</b>
Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Email Address	Email Address
Tel No:	Tel No:

## 13) Special Requirements

Because this position involves contact with children and/or vulnerable adults employment is dependent on the following:

- a) Your written consent to obtaining a standard/enhanced disclosure certificate from the Criminal Records Bureau or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update.
- b) Such disclosure being acceptable to us.
- c) Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
- d) Two satisfactory written references.
- e) That you will supply a photograph of yourself for retention in your records.
- f) Evidence of physical or mental suitability for your work.

## 14) Declaration

I declare that the information I have given on this form is, to the best of my knowledge and belief, true and complete. I have not withheld any material facts that you as a potential employer should be aware of. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

**Signed:** .....

**Date:** .....

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## EQUAL OPPORTUNITY MONITORING

Form EOM

**PRIVATE & CONFIDENTIAL**

**Ref No: .**

**Position Applied for:**

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation. We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

**Date of Birth:**

**I would describe my ethnic group and sex as:**  
(please place a cross in one box for ethnic group and one for your sex)

**A) White**

	English		Welsh		Scottish		Irish
	Any other White background, please specify:						

**B) Mixed**

	White & Black Caribbean		White & Black African		White & Asian
	Any other Mixed background, please specify:				

**C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh**

	Indian		Pakistani		Bangladeshi
	Any other Asian background, please specify:				

**D) Black, Black British, Black English, Black Scottish or Black Welsh**

	Indian		Pakistani		Bangladeshi
	Any other Asian background, please specify:				

**E) Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh or other Ethnic Group**

	Chinese		Any other background, please specify:		
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**F) Sex**

	Female		Male
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**Name:**

**Signed:**

**Date:**