Bonnie Bear Day Care Application for Employment

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| **Date:** |
| **Job title applied for** |

**Please complete ALL sections of the form**

N.B. Section B of the application form will be detached and retained to ensure that your application is dealt with objectively.

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| **A1. Personal details** | |
| Name: | Date of birth: |
| Address: |  |
| Post Code: | NI Number:  DBS No: |
| Telephone Numbers: | - Daytime |
|  | - Evening |
|  | - Mobile |
| Email address: | |

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| **A2. Present or Most Recent Employer / Employment** | | |
|  | Period From: | (state month/year) |
|  | Period To: | (state month/year) |
|  | Name of Supervisor: | |
|  | Telephone Number: | |
| Post Code: | Hourly wage or monthly salary: | |
| Nature of business: | Notice period: | |
| Position held & nature of responsibilities: | | |

Reason for leaving or looking to leave:

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| **A3. Previous employment (in date order, starting with most recent)** | | | |
| **Please state all employment and account for any gaps.**  **Failure to do so may result in your application not being considered – particularly if you are applying for a job which is exempt from the Rehabilitation of Offenders Act 1974.** | | | |
| Job Title;  Name of Employer and Type of Business: | From | To | Brief summary of duties and reason for leaving (if applicable): |
| **(state month & year)** | |
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| **A5. Your reasons for applying for this post:** |
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| **A6 Reference details** |
| Please give the names and addresses of two people who would be willing to provide a reference concerning your application. **One** of the referees **must be** your current/last employer. |

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| Name: |  |  | Name: |  |  |
| Address: |  |  | Address: |  |  |
| Post Code: | | | Post Code: | |  |
| Daytime contact  number: | | | Daytime contact number: | |  |
| Is this person your present or previous employer? | | Yes No | Is this person your present or previous employer? | | Yes No |
| If you answered ‘no’ to the above question, in  what capacity does the referee know you? | | | If you answered ‘no’ to the above question,  in what capacity does the referee know you? | | |
| **References will normally be taken up prior to final interview. Please indicate if your referee can be contacted at this stage.** | | | **References will normally be taken up prior to final interview. Please indicate if your referee can be contacted at this stage.** | | |
| Yes | No |  | Yes | No |  |

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| **A7. Education** | | |
| Please tell us about your education, beginning with the most recent. | | |
| Date From | Date To | Name of School, College or University |
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| **A8. Educational and professional qualifications** | | |
| You must complete this section if some kind of educational attainment is stated as an essential or desirable attribute on the employee specification. You may include relevant training courses and membership of professional bodies. | | |
| Type of Qualification & Level  e.g. GCSE ‘O’ level | Full Title of Subject Taken & Title of Examining Board | Grade or Mark |
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| **A8 cont. Additional certificates**  Please confirm if you have any of the following certificates and provide details of any others you have obtained | Yes / No | Valid from (state month  / year) | Expiry (state month / year) |
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| **Valid DBS Certificate?** | Yes / No | **DBS Update Service number:** |  |

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| **A9. Your availability** |  |  |
| Please tell us your availability for interview. (This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been indicated) | | |
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| **A10. Driving or car ownership status** |  |  |
| Are you a vehicle owner? | Yes | No |
| Do you hold a full clean current licence? | Yes | No |
| If No, please give details of any penalties or endorsements | | |
| Please state any other type of licence you hold (e.g. HGV) | | |
|  | | |
| **A11. Declaration (Please read and complete Section B below)** | | |
| The details given by me are correct to my knowledge and belief. I understand that canvassing will automatically disqualify my application. I also understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or other document. | | |
| Signature: | Date: |  |

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| **For office use only** | | |
| Interview | Yes | No |
| Shortlist | Yes | No |
| Reference one | Requested on | Returned on |
| Reference two | Requested on | Returned on |
| DBS check | Requested on | Returned on |

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| **Section B– Criminal Offences** |
| Whilst Bonnie Bear Day Care supports the rehabilitation of ex-offenders, it is obliged in the recruitment of all employees to utilise an Exemption Order of the Rehabilitation of Offenders Act 1974 in order to ensure safer recruitment to posts which involve working with children, vulnerable adults &/or to other positions of trust. Therefore, certain posts due to the nature of the work being undertaken are subject to a Disclosure and Barring Service check. (DBS)   * This post is subject to an Enhanced DBS check. |

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| * All candidates who are successful at interview for one of these posts must undertake a DBS check before the appointment can begin. Please note you will be required to verify your identity by producing original documents at interview.   Applicants should be aware that having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from employment, as any decision to employ will be considered on the individual circumstances of each case. Bonnie Bear Day Care will consider **ALL** applications on merit, only taking into account convictions considered to be relevant to the job applied for. | | |
| **Title of the job applied for:** | |  |
|  | | |
| **Please repeat your Personal Details** | | |
| Title: | Full Name: |  |
| **Declaration of Criminal Offences** | | |
| **Please note** that you only need to disclose details of unspent convictions unless the post is also subject to a DBS check in which case spent convictions **must** be declared.  **Have you been fined, sentenced to imprisonment, discharged on payment of costs or had any order made against you by a criminal, civil or military court, or public authority, or is any action pending?**  Motoring offences, except for parking offences, should be included. Disclosure will not automatically discount you from interview. | | |
| No Yes |  |  |
| If **Yes please give details:** | | |
|  | | |
| **Confirmation of Declaration** | | |
| The details given by me are correct to my knowledge and belief. I understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or any other supporting document. | | |
| Signature: |  | Date: |

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| **For Office Use only:** | | | |
| This post requires the following DBS: | Enhanced | Standard | None required |