

*Note: The information given in this application will be held in strictest confidence in keeping with your rights under the Data protection Act 1998 and the Human Rights Act 1998. It will not be disclosed to any unauthorised third party without your express permission.*

Application for employment as \_\_\_\_\_  
Preferred location(s) of work \_\_\_\_\_

## Personal details

Title Mr/Mrs/Miss/Ms/Other (please specify) \_\_\_\_\_

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_

E-mail address \_\_\_\_\_

Telephone numbers Home \_\_\_\_\_

Work \_\_\_\_\_

Other eg mobile \_\_\_\_\_

May we ring you at work? (we will use this with discretion) Y / N (please delete)

National Insurance Number \_\_\_\_\_

## Work Permit

Are you prohibited from working in the UK in accordance with the Immigration and Asylum Act 1996?

Y / N (please delete)

You must provide Happy Days with satisfactory evidence that you are not prohibited from working in the UK prior to commencing work.

## Additional work

Will this be your only employment? Y / N (please delete)

If no, please state what hours you work

\_\_\_\_\_

## Education and skills

### Secondary School/colleges

Please give details of all your qualifications up to NVQ/A Level standard or the equivalent.

Name and address of school/college	Subject	Grade achieved

### Further Education

Please give details of university qualifications, scholarship awards or prizes. Include a list of modules if a relevant childcare qualification.

Name and address of university	Course	Qualifications awarded

*Please use a separate sheet for additional information*

### Professional and other qualifications/registrations

Please give details and dates of any professional qualifications you have undertaken and training courses you have attended.

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### Other skills

Please list any other skills, for example languages, computer experience, first aid etc

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## Criminal convictions and DBS disclosures

**PLEASE NOTE:** This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Failing to make such a declaration or providing false information is an offence which could result in rejection of the application, summary dismissal if already selected and possible referral to the police and/or the DfES Children's Safeguarding Operations Unit.

1. Have you ever been convicted of a criminal offence? Y / N (please delete). If yes, please provide full details:

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2. Do you know of any other circumstances that might affect your suitability to work or be in contact with children under the age of 8? Y / N (please delete). If yes, please provide full details:

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3. Have you ever been convicted, cautioned, received a court order, reprimand, warning or been bound-over for any offence? Y / N (please delete). If yes, please provide full details:

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4. Have you any court orders, determinations or any other grounds which disqualifies you from working with children? Y / N (please delete). If yes, please provide full details:

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5. Are you named on List 99, PoCA List or Sex Offender's Register? Y / N (please delete). If yes, please provide full details:

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6. Please answer yes or no to the following statements.

I share a household with someone who;

	Yes/ No
Holds a criminal record related in any way to children	
Is convicted or charged with an offence against a child	
Is convicted or charged with offences against an adult	
Is listed on the Protection of Children Act 1999 (PoCA) list of persons considered unsuitable to work with children	
Is the subject of a disqualifying order	
Has been made the subject of an order where a child has been removed from their care or prevented from living with them	
Has been refused registration as a childcare provider previously or have had their registration cancelled	

N.B. This is anyone living in the same household and includes non-family members such as other tenants (house mates) and lodgers. This information is required with regards to disqualification through association regulations.

7. Have you obtained a Disclosure and Barring Service (DBS) certificate and signed up to the "Update Service"? If yes, please complete the following details:

Date registered \_\_\_\_\_ Registration number \_\_\_\_\_

**PLEASE NOTE:** If you have answered 'yes', and you are called for an interview, you will be required to bring your original DBS certificate to the nursery so we can perform an on line DBS status check.

## Salary Expectation

What is your salary expectation for the role you are applying for?

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## Employment history

For Ofsted purposes you must provide A FULL employment history, including any voluntary, Saturday work and work experience. We will have to contact your previous employers for references as part of our Safer Recruitment process and due to Ofsted regulation. We will only contact them AFTER you formally accept the position. Please explain any career gaps.

### Current or last employment

Job Title:		Company Name:	
Brief outline of duties:			
Company Contact Name:		Relationship to you:	
Company Address:			
Company Postcode:		Company email address:	
Company Telephone No:		Salary:	
Employed from:		Employed until:	
Reason For leaving:			
Notice required:		Reference :	Yes

### Previous employment (start with the most recent)

Job Title:		Company Name:	
Brief outline of duties:			

Company Contact Name:		Relationship to you:	
Company Address:			
Company Postcode:		Company email address:	
Company Telephone No:		Salary:	
Employed from:		Employed until:	
Reason For leaving:			

Job Title:		Company Name:	
Brief outline of duties:			
Company Contact Name:		Relationship to you:	
Company Address:			
Company Postcode:		Company email address:	
Company Telephone No:		Salary:	
Employed from:		Employed until:	
Reason For leaving:			

Please continue on a separate sheet if required.

Please provide details of any further referees;

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## Previous employment

Have you ever been subject to a formal disciplinary procedure, failed your probationary period or been dismissed from any previous employment? Y/N. If yes, please provide further details.

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Have you worked for Happy Days Nurseries previously? Y / N. If yes, please specify locations and estimated dates:

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## Supporting Statement

This is your opportunity to expand on your application. You must use the job description to tell us why we should short list your application, why you meet all the criteria, and why you are suitable for the role. Use well thought out examples where possible, and explain your actions in detail. If this is your first job, provide examples of relevant experience through voluntary work/education/the community etc. *Continue on an extra sheet if required.*

## Safeguarding

At Happy Days everyone is responsible for safeguarding, and ensuring the safety of our children at all times. From your training and/or experience, please explain and expand on, what safeguarding means to you.

## Why Happy Days?

Please use this section to explain why you would like to work for Happy Days.

## Smoking

Are you a smoker? Y / N

The health and wellbeing of the children in our care is paramount to us. Therefore it is our policy at Happy Days that anyone working with children under the age of 2 is a non-smoker.

## Driving licence

Do you hold a full, clean and current driving licence? Y / N (please delete). If no, please provide details:

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Do you have use of a car? Y / N (please delete).



## How did you learn about this vacancy?

Agency (please specify)		Job Centre	
Happy Days employee (please give name)		Speculative enquiry	
Newspaper (please specify)		Website (Please Specify)	
Through School/College/Uni (Please specify)		Other (please specify)	

Did a current Happy Days employee encourage you to apply. If so, please provide their name here.

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## Interview arrangements

Are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Y / N If 'yes' please specify, for example ground floor venue, sign language interpreter

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## Annual leave

Do you have any annual leave booked? Y / N (please delete). If yes, please provide dates:

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## Declaration

I declare that, to the best of my knowledge and belief, all the statements and information given in this form are true and complete and that I have not withheld any material fact. I understand that if I am appointed and any of the information I have provided is inaccurate I could be liable to dismissal.

I consent to Happy Days processing my Application Form, and any other relevant documents in regard to my employment, in accordance with the Data Protection Act 1998.

I consent to Happy Days carrying out a DBS status check.

I consent to Happy Days obtaining information or references from any present or previous employers, or any other company or institution which Happy Days considers appropriate. The company will only seek references if you accept an offer of employment with us. I further consent, if applicable, to enquiries being made about me to credit reference and criminal record agencies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return completed application form directly to the nursery or to Georgina at hradmin@happydaysnurseries.com or post to Happy Days South West Limited, Chapel Town, Summercourt, Newquay, Cornwall TR8 5YA

***Should you not receive a reply within two weeks, on this occasion you have not been short-listed.***