



## LAMBETH WALK DAY NURSERY LTD

Longton House, Lambeth Walk, London SE11 6LU  
020 7735 6317      LambethWalkNursery@gmail.com  
www.LambethWalkDayNursery.co.uk

# JOB APPLICATION FORM

Please complete the form in black ink, ensure the finished form is returned by the closing date to the address given on the last page. We are unable to accept forms returned as email attachments without a signature.

<b>POSITION APPLIED FOR</b>
Job Title:
Where did you see / hear about this post being advertised?
Date of Application:

<b>APPLICANT'S DETAILS</b>		
Title:	Surname:	First Name:
Date of Birth:		

Home Address:
Post Code:

Telephone no's
• Home:
• Work:
• Mobile:
Email Address:

**NATIONAL INSURANCE NUMBER** [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

<b>RIGHT TO WORK IN THE UK</b>	
Do you hold a current driving licence?	<b>YES</b> [ ] <b>No</b> [ ]
Do you have the right to work in the UK?	<b>Yes</b> [ ] <b>No</b> [ ]
If you are not British or European Union national, are you entitled to take up employment in the UK?	<b>Yes</b> [ ] <b>No</b> [ ]
Do you have a work permit?	<b>Yes</b> [ ] <b>No</b> [ ]
If yes, please specify the terms of this permit/visa and expiry date:	
How much notice do you need to give your current employer?	

Type of work	
Are you looking for full time work?	<b>YES</b> [ ] <b>NO</b> [ ]
If <b>NO</b> please give details of hours you are available to work:	

	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<b>AM</b>					
<b>PM</b>					

<b>EMPLOYMENT RECORD</b>
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Please start with your most recent employment; briefly describe the main duties and responsibilities of your post.

If you are not currently in employment please leave blank. Please indicate reasons for substantial gaps in employment and full time study and continue on a separate sheet if necessary. Exact dates of employment must be given. If you held different posts with the same employer please include these separately.

Name of current or most recent		
Employers Address:	Telephone No:	
	May we contact on this Number? Yes/ No	
Job Title	Start date:	End date:
Main Duties:		
Reasons for leaving:		
Notice required:	Final salary/ hourly rate:	

Name of current or most recent:		
Employers Address:	Telephone No:	
	May we contact on this No? Yes/ No	
Job Title	Start Date	End Date:

Main Duties:	
Reasons for leaving:	
Notice required:	Final salary/ hourly rate:

Name of current or most recent		
Employers Address:	Telephone No:	
	May we contact on this No? Yes/ No	
Job Title	Start Date	End Date:
Main Duties:		
Reasons for leaving:		
Notice required:	Final salary/ hourly rate:	

<b>EDUCATION AND QUALIFICATIONS</b>
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Please tell us about your education and any qualifications you have obtained throughout your secondary education, further education and professional training. Please continue on a separate sheet if required. You will be required to bring original copies of certificates for interview. Please start with the most recent.

<b>Qualification gained/ pending</b>	<b>Grade/ level</b>	<b>Name of establishment school/ college/ university</b>	<b>Date achieved</b>	<b>Awarding body</b>

**TRAINING**

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

<b>Training course</b>	<b>Date</b>

**PERSONAL STATEMENT**

Please use the box below to indicate how you meet the person specification requirements and examples of how your knowledge, experience and skills will help you demonstrate your effectiveness in the role. Continue on a separate sheet if necessary.

**REFERENCES**

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. Please note references will not be obtained until an offer of employment has been made.

<b>1.Full name of referee:</b>	<b>2.Full name of referee:</b>
Job Title:	Job Title:
Company Name:	Company Name:
Address:	Address:
Telephone No:	Telephone No:
Relationship to self:	Relationship to self:

**DECLARATION AND SIGNATURE**

The job for which you are applying involves substantial access to children. Please note that all successful applicants will be required to complete a **Criminal Records** check and **Health Questionnaire** to ensure suitability to work with young children. We expect any convictions, cautions, court orders, reprimands and warnings which may affect the suitability of working with children to be declared along with any medical history which may also affect suitability.

All new employees are subject to these checks along with references from two separate sources in order to confirm their appointment.

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final written warning?(You do not need to include minor driving offences)	<b>Yes [ ] No [ ]</b>
If Yes please give details below( continue on a separate sheet if necessary)	
<b>The information supplied in this application form is accurate to the best of my knowledge.</b>	
<b>Signed:.....Date:.....</b>	

Thank you for completing this form and your interest in Elephant and Castle Day Nursery!  
Please print your completed form and return- together with you completed Equal Opportunities Questionnaire to:  
**Mioara Istrate - Director, Lambeth Walk Day Nursery, Longton House, Lambeth Walk, London SE11 6LU**

**FOR OFFICE USE ONLY**

Identification verified [ ]

Qualification verified [ ]

Arrange interview Yes [ ] No [ ]  
Reason for decision:

Arrange call back. Yes [ ] No [ ]  
Reason for decision:

Successful candidate : Yes [ ] No [ ]  
Reasons for decision:

Unsuccessful candidate: Yes [ ] No [ ]  
Reason for decision:



# Equal Opportunities Questionnaire

**Lambeth Walk Day Nursery Ltd** is committed to the development of policies to promote equal opportunities in employment. Our equal opportunities policy aims to ensure that no employee or job applicant receives less favourable treatment on the grounds of gender, marital/parental status, disability, colour, religion, race, nationality, ethnic origin, age or sexual orientation. You are asked to complete this form which will be held on file for the purposes of monitoring the operation of the Equal Opportunity Policy and is subject to the provisions of the Data Protection Act.

POSITION APPLIED FOR:
Job Title:

Surname:	First Name:
Female [ ]    Male [ ]	Date of Birth:

## ETHNIC MONITORING

Which group do you most identify with? Please tick ONE box.

<b>A. White</b>
British [ ]    Irish [ ]
Any other white background [ ] please specify:
<b>B. Black</b>
British [ ]    Caribbean [ ]
Any other black background [ ] please specify:
<b>C. Asian</b>
British [ ]    Indian [ ]    Pakistani [ ]    Bangladeshi [ ]
Any other Asian background [ ] please specify:
<b>D. Mixed</b>
White and Black Caribbean [ ]    White and Black African [ ]    White and Asian [ ]
Any other white background [ ] please specify:
<b>E. Chinese [ ]</b>
<b>F. Any other ethnic group</b>
Any other white background [ ] please specify:

**DISABILITY MONITORING**

Do you have a health problem which may be relevant to your job application?  
Yes [ ] No [ ]

If Yes, what is the nature of your health problem or disability?

How would you describe your religion or belief?

If Other, please state:

If Christian, please state which denomination:

**Thank you for completing this form.**

Please print your completed form and return- together with you completed Equal Opportunities Questionnaire- to:

**Mioara Istrate - Director  
Lambeth Walk Day Nursery Ltd  
Longton House  
Lambeth Walk  
London SE11 6LU**