

**Tracy Lewis Childcare Ltd**

**APPLICATION FORM for NURSERY AND EARLY YEARS STAFF**

Please supply all the details requested and return the form to [marc@tracylewischildcare.co.uk](mailto:marc@tracylewischildcare.co.uk)

**POST APPLIED FOR:**

**PERSONAL DETAILS**

Title:      Forenames:

Surname:

(Please include middle names)

Current Address:

Home Tel No:

Number of years at this address: Date of

Mobile No:

Birth (optional):

Email:

National Insurance No:

**Previous Addresses:** (if resident at current address for **less than five years**, please provide any previous addresses during this period)

1.

2.

Number of years at this address:

Number of years at this address:

3.

**EDUCATION** (If not educated in UK, please provide equivalent qualifications)

Senior/Secondary School (Name and Address)

O-Level/GCSE Subjects (with dates/grades)	A-Level Subjects (with dates/grades)
---	--------------------------------------

University or College (Name and address)

Subjects taken:

Qualification:

**EMPLOYMENT**  
Please enter your present employment first; part-time employment should be clearly indicated

Present post and salary	Name of Employer	Date in post: From and to	Duties	Reason for leaving

Previous Posts	Name of Employer	Date in post: From and to	Duties	Reason for leaving

PERIOD OF UNPAID ACTIVITY		
Please give details of periods not spent in full-time or paid employment	From	To

1) Please write in your own words why you are applying for a position in Early Years and nursery work

2) Please write in your own words why you are applying for a position at TLC and provide any other information that may assist your application.

The logo for TLC features a stylized orange teddy bear on the left and the letters 'TLC' in a light purple, sans-serif font on the right. Below the bear and letters, the text 'a home away from home' is written in a smaller, light purple, cursive font.

3) Please write in your own words what skills & experience you would bring to the job and how you view your career in Early Years and nursery work

4) Please write in your own words details of your main extra-curricular activities and interests.

If appointed, when could you begin?

Are you eligible for employment in the UK? Yes / No

Do you have any restrictions on taking up employment in the UK? (e.g. time limit/visa) Yes / No

#### REFEREES

If offered a position with TLC, we will ask you to provide two references (if appropriate, these should include your present employer).

Where you are not currently working with children but have done so in the past, one referee must be your most recent employer in work with children. Please note, references will NOT be accepted from relatives or from referees writing solely in the capacity of friends.

#### DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. If necessary please submit the information requested in confidence, enclosing details in a separate sealed envelope; this will be seen and then destroyed

You should be aware that the Nursery will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please tick one box:

I have nothing to declare

or

I enclose a confidential statement in a sealed envelope marked confidential.

**Signed** \_\_\_\_\_ **Date**

*Data Protection Act 1998: The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the Nursery for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records.*

*By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.*

*I declare that the information on this form is, to the best of my knowledge, complete and correct.  
I agree that if my application is successful, a DBS check for criminal convictions/actions will be made.*

**All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview. TLC is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.**

**This application form should be emailed to: [marc@tracylewischildcare.co.uk](mailto:marc@tracylewischildcare.co.uk)**