

TLC NURSERY

Tracy Lewis Childcare Ltd

Please supply all the details requested and return the form to marc@tracylewischildcare.co.uk

Post Applied for:

Section A – Personal Details

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| Title: Forenames: (Please include middle names) | Surname: |
| Current Address: | Home Tel No: |
| Number of years at this address: | Mobile No: |
| National Insurance No: | Email: |

Section B - Present or Most Recent Employment (part-time employment should be clearly indicated)

| Job Title | Present salary | Date joined | Date left (if applicable) | Notice Period | Reason for leaving |
|-------------------------------|----------------|-------------|---------------------------|---------------|--------------------|
| | | | | | |
| Name and Address of employer: | | | | | |
| Main duties: | | | | | |

Section C – References

Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer or school. Please note if you are shortlisted, we will contact one of your referees prior to interview.

| Name & Address | Occupation | Years Known | Contact Details |
|----------------|------------|-------------|-----------------|
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Section D- Previous Employment Continue on separate page if necessary

| Dates From & To | Position Held | Employer (name and town of employer) | Reason for leaving |
|--------------------|---------------|--------------------------------------|--------------------|
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Section E- Unpaid activity Please give details of periods not spent in full-time or paid employment. Continue on a separate page if necessary.

| Unpaid activity | From | To |
|-----------------|------|----|
| | | |
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Section F- Education, Qualifications and Training Continue on a separate page if necessary

| From | To | School/College/University/Training Establishment | Qualification Obtained (if applicable) |
|------|----|--|--|
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Section G- Please explain any gaps in your Education and Employment history

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Section F- Skills, Experience and Knowledge

Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application.

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Section H- Rehabilitation of Offenders Act 1974

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website or at Nacro .

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Section I- Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to TLC; b) a satisfactory DBS certificate and check of the Barred list; c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature:

Date: