

JOB APPLICATION FORM

Bright Kids



Millennium Bright Kid Company Limited

Millennium House, High Street, Studley, Warwickshire B80 7HJ

Tel: 01527 452430 E-mail: hello@bright-kids.co.uk

Please return to:

PERSONAL DETAILS

Full Name: _____ Title: Mr/Mrs/Ms/Miss/Other _____

Address: _____

Postcode: _____

Telephone Numbers: _____ (Home) _____ (Mobile)

_____ (Work) E-Mail: _____

Date of Birth: _____ Age Now: _____

Do you hold a current full Driving License? Yes/No* Do you have regular use of a car? Yes/No*

Equal Opportunities Monitoring (IN CONFIDENCE)-to eliminate unlawful and unfair discrimination
Ethnic Origin* (not related to nationality, place of birth or citizenship but to colour and broad ethnic group) *Tick as appropriate

Black-African Black-other Indian Pakistani Bangladeshi

Black-Caribbean Chinese White Other (Please specify) _____

Disability

Do you have a disability as defined by the Disability Discrimination Act 1995? Yes/No*

If so, please give details. _____

If you have a disability, would you require any adjustments in order to meet the requirements of the role? Yes/No* Please give details: _____

If you have a disability please tell us about any adjustments we may need to make to enable you to participate equally in the selection process.

*Delete as applicable

PLEASE RETURN THIS APPLICATION FORM TO THE ADDRESS ABOVE (top right)

How did you hear about this job? Please state publication if an advertisement _____

I declare that the information on this form is true and complete.

1. I understand that any wilful mis-statement or omission renders me liable to dismissal if engaged.
2. I understand that the appointment is subject to TWO satisfactory references being received within 30 days of a conditional offer of appointment.
3. I understand that a satisfactory DBS Certificate must be obtained before any confirmation of employment will be made.
OR (if you hold a current DBS certificate and are registered with the update service)
4. I understand that I must give written permission for **Bright Kids** to check the status of my current DBS certificate before any confirmation of employment will be made.

I declare that I am eligible to work in the UK.

Signature _____ Date _____

This application form is available in larger font if required.

Candidate number:

Position Applied For: _____ Current Position: _____

Salary Expectation: _____ Current Salary: _____ Site: _____

COMPLETE HISTORY OF EMPLOYMENT Present or most recent employment first (any gaps in employment summary will be investigated prior to and during interview)

1) Position Held & Salary	Dates Employed	Employer's Name & Address	Reason for Leaving
			Notice Period Required:

Description of Duties & Responsibilities

2) Position Held & Salary	Dates Employed	Employer's Name & Address	Reason for Leaving

Description of Duties & Responsibilities

3) Position Held & Salary	Dates Employed	Employer's Name & Address	Reason for Leaving

Description of Duties & Responsibilities

4) Position Held & Salary	Dates Employed	Employer's Name & Address	Reason for Leaving

Description of Duties & Responsibilities

EDUCATION

Schools Attended	From - To	Subjects studied/Qualifications Obtained/Results Pending	Date(s)

GENERAL & FURTHER EDUCATION (please include training courses you have attended)

College/University attended	From - To	Qualifications Obtained/Results Pending	Date(s)

SUPPORTING INFORMATION

Please complete this section as fully as you can. This gives us vital information to assist us with our Short Listing Process. Many Thanks.

Detail any relevant work experience and reasons why you have chosen this career path. Please demonstrate your understanding of the job and why you feel you should be considered for a post at Bright Kids. Please detail specific skills/strengths you have to offer. Give any additional information you consider relevant and include details of special interests & hobbies. If you are applying for Flexible Working, then please specify preferred days and hours at this stage.

(Continue on a separate sheet if required)

REFERENCES

Names and addresses of two referees, include telephone numbers. At least one should be your present employer / college tutor. At least one reference will need to be from your last childcare employer. References from relatives and family friends will not be accepted. References are only taken up when shortlisted for interview. Any offer of employment is subject to satisfactory references being received within 30 days of appointment.

1. Telephone No: _____ E-Mail: _____ State capacity in which referee knows you: _____	2. Telephone No: _____ E-Mail: _____ State capacity in which referee knows you: _____
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REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS ACT 1975) (To be completed by all)

Because the nature of the work you are applying for involves direct contact with children, we are obliged to ask you, in connection with this application, to disclose any convictions you may have. Under the conditions of the above Order, you are not entitled to withhold information about convictions, which otherwise might be considered "spent". In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. All information is treated strictly in confidence and will only be used in relation to an application for positions to which the Exceptions Orders applies.

DO YOU HAVE ANYTHING TO DISCLOSE? NO/ YES* (provide details below)

SPENT CONVICTIONS (including cautions, reprimands and final warnings) -					
Nature of offence	Date of offence	Sentence / Order	Date of Sentence/ Order	Location of Court	Full name at time of Offence/ Sentence/Order*
UNSPENT CONVICTIONS (including cautions, reprimands and final warnings) -					
Nature of offence	Date of offence	Sentence / Order	Date of Sentence/ Order	Location of Court	Full name at time of Offence/ Sentence/Order*

A current Enhanced DBS Certificate will be required to undertake this role.

**Delete as applicable