Cedar Grove Day Nursery

Staff application form

Please type or use black ink. Complete relevant sections and write N/A where a question does not apply. Optional questions are marked. Give at least one telephone number or email address.

Use the continuation spaces or attach extra sheets with your name and section heading. Do not include photographs, identity documents, bank details or confidential information about children.

1 Your application and contact details

Position applied for	
Full name	
Preferred name optional	
Home town and postcode	
Telephone	
Email	

2 Your availability

☐ Full time ☐ Part time ☐ Bank ☐ Apprenticeship ☐ Other

Preferred weekly hours	
Available days and times	
Notice period if applicable	
Earliest possible start date	

For recruitment support or questions, call 020 8166 6395 or email enquiries@cedargrovenursery.org.

Cedar Grove Day Nursery

Qualifications and training

Applicant name _____

Start with the most recent. Include relevant qualifications, their level and grade, and English or mathematics where required for the job.

3 Qualifications and education

Mark each qualification achieved or in progress and give its completion or expected date. Use page 6 for additional entries.

Qualification or course Level and grade	Awarding body and college or provider	From and to MM/YYYY	Achieved or in progress

4 Relevant training

Include safeguarding and paediatric first aid where relevant. Write not yet completed if appropriate. Give renewal or expiry dates only where applicable.

Training	Training provider	Completed or expected date	Expiry or renewal date
Safeguarding			
Paediatric first aid			
Other			
Other			

We will ask to verify relevant qualifications and training later. Do not attach original certificates to this application.

Cedar Grove Day Nursery

Employment and education history

Applicant name _____

Give a continuous history since leaving secondary school, starting with the most recent activity. Include paid work, volunteering, placements, study, self-employment and other activities. Use month and year dates and write Present where appropriate.

Continue on page 4 or copy that page as often as needed. Explain any gaps in the space on page 4; brief explanations are enough and no medical or private family details are needed.

5 Your history

History entry 1

From and to MM/YYYY	
Employer or education provider and location	
Role or course	
Main responsibilities or activity	
Reason for leaving or ending	

Work with children ☐ Yes ☐ No If yes, ages _____

History entry 2

From and to MM/YYYY	
Employer or education provider and location	
Role or course	
Main responsibilities or activity	
Reason for leaving or ending	

Work with children ☐ Yes ☐ No If yes, ages _____

Cedar Grove Day Nursery

History continuation

Applicant name _____

Continue your history in the same order. Copy this page for further entries and number them in sequence. If you do not need it, write N/A.

History entry 3

From and to MM/YYYY	
Employer or education provider and location	
Role or course	
Main responsibilities or activity	
Reason for leaving or ending	

Work with children ☐ Yes ☐ No If yes, ages _____

History entry 4

From and to MM/YYYY	
Employer or education provider and location	
Role or course	
Main responsibilities or activity	
Reason for leaving or ending	

Work with children ☐ Yes ☐ No If yes, ages _____

6 Gaps in your history

Account for any period not covered above. If there are no gaps, write None.

From and to MM/YYYY	Brief explanation

Experience and suitability

Applicant name _____

Give brief examples, usually two to five sentences for each answer. Use examples from work, study or volunteering. If you are new to early years, describe transferable skills. For support roles, relate your answers to the duties of the job.

7 Your experience and approach

a How do your experience, skills and qualities meet the job description and person specification? Include experience with children under five and the ages supported, if relevant.

b Give an example of how you have supported a child to learn, feel included or grow in confidence. For a support role, explain how your work helps children receive good care.

c What would you do if you were concerned about a child's safety or an adult's behaviour towards a child? Do not identify any child or share confidential case details.

d Give a brief example of working well with colleagues and communicating clearly with parents or carers, or other people relevant to your role.

Cedar Grove Day Nursery

Additional information and support

Applicant name _____

8 Senior and management applicants only

For room leader, deputy or manager roles only: give one brief example of supporting colleagues, improving practice or leading a team. Other applicants can leave this section blank.

9 Continuation space

Use this space to continue an earlier answer or add relevant qualifications or training. State the section or question. Copy this page or attach further sheets if needed.

10 Recruitment adjustments optional

Do you need any reasonable adjustments to complete this application or take part in an interview or assessment? Describe the support you need. You do not need to give a diagnosis. You may discuss this with the Nursery Manager instead.

References

Applicant name _____

Give two professional referees. Include your current employer, or most recent relevant employer if not employed, and your last employer working with children if different. If never employed, use an education or training referee.

Choose an authorised senior person, not a family member. Add any further required referee on a copy of this page. We obtain references directly. Tick Please discuss timing for current-employer contact; required references must be checked before an appointment is confirmed.

11 Referee 1

Full name and position	
Organisation	
Business address and postcode	
Professional relationship	
Period worked with or known	
Work email if available	
Telephone	

May we contact now ☐ Yes ☐ Please discuss timing

Referee 2

Full name and position	
Organisation	
Business address and postcode	
Professional relationship	
Period worked with or known	
Work email if available	
Telephone	

May we contact now ☐ Yes ☐ Please discuss timing

Cedar Grove Day Nursery

Recruitment checks and declaration

Applicant name _____

12 Recruitment checks

Appointments are subject to satisfactory checks appropriate to the role, including identity, right to work, qualifications, references and the required Disclosure and Barring Service (DBS) and suitability checks. Relevant overseas checks may also be needed.

You must disclose information relevant to your suitability to work with children through our separate confidential process, including relevant arrests, charges or court orders. We will explain when and how to provide it. Do not put criminal-record details on this form. Protected convictions and cautions must not be disclosed and will not be taken into account.

For work involving regulated activity with children, it is a criminal offence for a barred person to apply.

13 Applicant declaration

☐ I confirm that the information I have given is accurate and complete to the best of my knowledge. I will promptly correct any error or omission.

☐ I understand that any appointment depends on satisfactory recruitment checks appropriate to the role. Deliberately false or misleading information may lead to withdrawal from recruitment or, if employed, disciplinary action.

☐ I will tell the Nursery Manager about relevant changes during recruitment. This does not require disclosure of protected convictions or cautions.

Applicant name	
Signature	
Date	
Number of extra sheets attached	

Recruitment privacy information

Cedar Grove Day Nursery Limited uses your information to assess your application, contact you and carry out necessary recruitment checks. Information may be checked with referees and relevant checking bodies. Access is restricted to authorised people involved in recruitment and necessary checks. If appointed, relevant information becomes part of your staff file.

Ask the Nursery Manager for further applicant privacy information, including the lawful reasons for using information, recipients, retention periods or criteria, and your data-protection rights. You can raise privacy questions or requests using the contact details below and complain to the Information Commissioner at ico.org.uk. Signing this form confirms your declaration; it is not blanket consent to use your information.

Return the form to the Nursery Manager at 192–194 Lancaster Road, Enfield EN2 0JH. For a secure electronic return route or privacy questions, call 020 8166 6395 or email enquiries@cedargrovenursery.org.

Cedar Grove Day Nursery

For office use only

Applicant name _____

Keep this page separate from the applicant's answers. Record detailed vetting evidence and confidential suitability information in the restricted recruitment file.

Applicant and role	
Date received	
Checked by name role and date	
Cross checked by name role and date	

Shortlisting ☐ Yes ☐ No ☐ Further information needed

Reasons linked to the job criteria or information to clarify

Checks to record in the recruitment file

Use Pending, Checked or N/A. Record the reason for any N/A and the evidence in the restricted file. This checklist does not replace the detailed recruitment record.

Check	Status	Date and initials
History, gaps and application discrepancies		
Required references received directly and verified		
Identity and right to work		
Relevant qualifications and training		
Required DBS and barred-list checks for this role		
Confidential suitability and disqualification checks		
Relevant overseas checks where needed		
Interview, final decision and outstanding concerns		

Before confirming an appointment, resolve required references and suitability concerns and record the decision in the restricted file. No start is permitted with required checks outstanding. Any required Ofsted waiver must already be granted for the role.