

# *The Jingle Bell House*

## *Personal Details*

Full name:	
Date of birth:	
Address:	
Postcode:	
Email address:	
Phone number:	
N.I number:	
Nationality:	
Notice period / when are you available to start work:	

## *Eligibility to work in the UK and Ireland*

You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application. Please confirm which of the following you have:

British Passport or UK birth certificate	
Passport showing right to live and work in the UK	
Non-European passport with relevant work visa	
Certificate of registration / naturalisation as a British Citizen	
EEC passport or identity card plus required work registration letter	
Any other document that supports your eligibility to work in the UK	

## *Education and Qualifications*

Name of school or college:	
Qualification gained or pending:	
Date achieved:	
Awarding body:	

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Qualification gained or pending:	
Date achieved:	
Awarding body:	

Name of school or college:	
Qualification gained or pending:	
Date achieved:	
Awarding body:	

## *Current Employment*

Please provide details of your present employer. If you are not currently in employment, please leave blank.

Name of current employer:	
Address:	
Postcode:	
Position:	
Rate of pay:	
Dates of employment:	
Main duties:	
Reason for leaving:	
<b>Reference information</b>	
Manager's name:	
Email address:	
Contact number:	

May we approach your present employer before any offer of employment is made?

Yes ☐ No ☐

## *Past Employment*

Please give full details of all your previous employment. This should include all paid and unpaid employment. Exact dates of employment must be given. If you have held different posts with the same employer please include these separately. Please indicate reasons for any substantial gaps in employment and full time study and continue on a separate sheet if necessary.

Name of employer:	
Address:  Postcode:	
Position:	
Rate of pay:	
Dates of employment:	
Main duties:	
Reason for leaving:	
<b>Reference information</b>	
Manager name:	
Contact number:	
Email address:	

Name of employer:	
Address:	
Postcode:	
Position:	
Rate of pay:	
Dates of employment:	
Main duties:	
Reason for leaving:	

## *Past Employment continued*

Name of employer:	
Address:	
Postcode:	
Position:	
Rate of pay:	
Dates or employment:	
Main duties:	
Reason for leaving:	

## *Character References*

Please give us the names of 2 people (not related to you or a friend), who can be contacted to provide a reference for you. If this is your first job, please give a tutor/lecturer's name.

Name:	
Relationship:	
Email Address:	
Contact number:	

Name:	
Relationship:	
Email Address:	
Contact number:	

## *Personal Statement*

Tell us a little bit about yourself and why you would like to work for Jingle Bell House.

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## *DBS Information*

Jingle Bell House is committed to safeguarding and promoting the welfare of all children in our care. We ensure that safeguarding is of primary concern to all employees and as a business, we adopt and adhere to safe recruitment practices. All roles within the nursery are subject to enhanced security checks.

I hereby give permission for Jingle Bell House to access my DBS information online. The information to do this is stated below.

Full Name:	
Date of birth:	
Disclosure number:	

Do you subscribe annually to the DBS Update Service?    Yes ☐    No ☐

Have you been the subject of disciplinary action in the last year?    Yes ☐    No ☐

Is your sickness absence:    Good ☐    Average ☐    Poor ☐

Please confirm if you are looking for full or part time work:    Full time ☐    Part time ☐

## *Declaration*

The job for which you are applying involves substantial access to children and is therefore exempt from the Rehabilitation of Offenders' act 1974. You are required to declare any convictions or caution you may have, even if they would otherwise be regarded as 'spent' under this Act. The information you give will be treated in confidence. The disclosure of a criminal record will not debar you from appointment unless we consider that the conviction renders you unsuitable for employment. In making this decision we will consider the nature of the offence, how long ago it occurred and what age you were when it was committed together with any other factor which may be relevant. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if a discrepancy is revealed once appointed.

Have you ever been convicted of a criminal offence including a spent conviction within the terms of the Rehabilitation of Offenders Act 1974?

Yes ☐    No ☐



I confirm that all the information given on this application form is true and complete. I understand that any falsification or deliberate omissions may disqualify my application or lead to my dismissal. I confirm that I am entitled to work in the UK and Ireland and can provide original documentation to confirm this. If I am not successful, I give permission for Jingle Bell House to retain my details in case of any future potential positions. Please note: If successful in securing an interview you will be asked to provide proof of ID, your eligibility to work in the UK along with copies of qualifications relevant to the post to which you are applying.

Full Name:	
Date:	