



Active Learning

Application for Employment

Application Form



Thank you for your interest for a position with Active Learning. We seek to recruit only the highest calibre of staff in order to ensure the very highest levels of service, care and education are provided within our nurseries. We are a committed equal opportunities employer and any decision we make as part of our recruitment process is based solely on merit and suitability for the role applied for, and the abilities of the applicant regardless of colour, race, sex, marital status, age, or disability.

Active Learning is committed to the safeguarding and promoting the welfare of children and expect all staff to share this commitment. All appointees must be willing to undergo child protection screening appropriate to the post, including references with past employers and an enhanced Criminal Record Bureau check.

The application form must be completed in full before it can be considered. An incomplete application form or form containing gaps in the information provided may be returned for completed before it can be considered.

Please return your completed form to:

Nina Sal
Recruitment Coordinator
Active Learning Childcare
88 Compayne Gardens
London
NW6 3RU

Or email it to recruitment@active-learn.co.uk

VACANCY DETAILS	
Position you applied for	
Location	
How did you hear about this vacancy?	Website, please specify: _____ Recruitment Agency, please specify: _____ Staff Member, please specify: _____ Other, please specify: _____
What attracted you to apply for this position?	

PERSONAL DETAILS

Surname		Title	
Forename(s)			
Address			
	Postcode		
Telephone number		Mobile number	
Date of birth		Nationality	
Email address		N.I Number	

All employees are required to show that they are entitled to work in the UK. Please state your entitlement to work in the UK:

Do you need a work permit to work in the UK? Yes No

If yes, do you hold a valid work permit/visa? Yes No

What status is your current visa? _____
(Full work permit, Working holiday visa, Student visa etc)

When does your current visa expire? _____

Please note: you will be asked to provide the original copies of your visas and passport on the day of the interview

EDUCATION AND QUALIFICATIONS

Secondary education

Name of Institution	Date From	Date To	Subjects/courses studied	Qualifications achieved (with grades)

Higher education

Name of Institution	Date From	Date To	Subjects/courses studied	Qualifications achieved (with grades)

Professional/occupational training/qualifications

Professional or other qualifications, membership of professional societies and date admitted where relevant.

Other specialised training, non-qualification courses attended, knowledge or experience

You may continue any section from this page on a separate sheet if necessary.

Please note: you will be asked to provide the original copies of certificates of qualification on the day of the interview

EMPLOYMENT HISTORY

Starting with your most recent position, please give details of all employment including work experience. If there are breaks in your career, please state why. Please continue onto a separate sheet if necessary.

CURRENT OR MOST RECENT EMPLOYMENT

Name of employer		Dates employed	From	To
Job Title		Nature of business		
Address		Basic salary (per annum)	£	
Telephone no.		Notice period		
Reason for leaving/wishing to leave				

Brief description of duties, responsibilities and skills used. (You may continue on a separate sheet if necessary)

PREVIOUS EMPLOYMENT (Most recent first)

Name of employer		Dates employed	From	To
Nature of business		Reason for leaving		
Job title		Salary (per annum)	£	
Responsibilities:				
Name of employer		Dates employed	From	To
Nature of business		Reason for leaving		
Job title		Salary (per annum)	£	
Responsibilities:				
Name of employer		Dates employed	From	To
Nature of business		Reason for leaving		
Job title		Salary (per annum)	£	
Responsibilities:				
Name of employer		Dates employed	From	To
Nature of business		Reason for leaving		
Job title		Salary (per annum)	£	
Responsibilities:				
Name of employer		Dates employed	From	To
Nature of business		Reason for leaving		
Job title		Salary (per annum)	£	
Responsibilities:				

Please continue on a separate sheet if necessary

ADDITIONAL INFORMATION

Drawing on your personal and work experience, education and training outline here how you satisfy the requirements of this job as detailed in the person specification and job description. You may continue on a separate sheet if necessary.

DECLARATION

I am aware that the position for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Have you ever been disqualified from working with children or refused employment following criminal record / health checks? – Yes / No

If yes, please provide details.

Have you been convicted, cautioned or been given any warnings for any criminal offences? – Yes / No

If yes, please provide details including dates.

Do you have any police investigations pending? – Yes / No

If yes, please provide details.

Do you hold a current CRB disclosure? If so, what is the disclosure number and issue date?

In the last 12 months, have you been off work owing to sickness, injury or any other eventuality other than annual leave – Yes / No

If yes, please provide details including number of days for each occasion.

Are you currently undergoing any treatment from a doctor or taking prescribed medicines? – Yes / No

If yes, please provide details.

Have you been disqualified from working with children, or subject to sanctions imposed by a regulatory or professional body, i.e. The Vetting and Barring Scheme of the Independent Safeguarding Authority (ISA), Protection of Children Act (POCA) 1999, Section 142 of the Education Act 2002 (formerly list 99), Protection of Vulnerable Adults (POVA), Ofsted, the General Teaching Council (GTC), General Social Care Council (GSCC) or any other? Yes/No

If yes, please provide details.

Have you ever been investigated, disciplined or reported to a local authority with regard to any safeguarding or child protection allegations? Yes/No

If yes, please provide details.

To the best of my knowledge and belief, the information provided on this form is true and accurate and I have not withheld any material facts, which should affect my employment at Active Learning. I understand that should my statements be false or misleading that my application will be withdrawn, and should I be in employment at Active Learning, then disciplinary action may be taken against me which may include summary dismissal for gross misconduct and potentially referral to the police or ISA.

Signature

Date

If you complete this form electronically and submit it to HR via email please type in your name into the signature box to indicate that you have read the declaration. You will be required to sign and date the application at the interview stage.

AVAILABILITY FOR INTERVIEW

Please provide details of any dates that you will not be available for interview.

REFERENCES

Active Learning follows the safeguarding and safer recruitment guidelines of the Department of Education. Please provide two references below. One referee must be your current or most recent employer. Academic referees may be used where there has not been any recent employment. Personal references, references from relatives or individuals writing as friends are not acceptable.

We may request additional references if we feel this is necessary.

References will be requested after a conditional offer of employment is made and accepted.

Name		Job title	
Address		Organisation	
		Tel No.	
		Email	
Postcode			
What is your working relationship with this person?			
May we contact them prior to an interview?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name		Job title	
Address		Organisation	
		Tel No.	
		Email	
Postcode			
What is your working relationship with this person?			
May we contact them prior to an interview?		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please note: References will be obtained prior to commencing employment.

Thank you for completing this form. The information you have given will not be disclosed to a third party without your permission.