

BH23 2LH  
OFSTED REG EY373992  
Tel 01202 461127/ 982746

BH23 2BS  
OFSTED REG. EY136941  
Tel 01202 487045 01202 240920

E-mail [christchurchmontessori@sky.com](mailto:christchurchmontessori@sky.com)

Dear Applicant

Thank you for the interest you have shown in our organisation. I have pleasure in enclosing an application form for the post of nursery practitioner

In submitting your application you are asked to note the following:

- This post you have applied for involves working with children and is exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare details of any criminal convictions, cautions or bind over, reprimands and final warnings given by the police, and any proceedings being instituted against you. With some exceptions possession of a criminal record should not, in itself debar appointment to a post. If your application is successful you will be required to undertake a criminal record check and other pre-employment checks which will be discussed with you at the interview. Please complete and return the application form, please note that all information provided will be treated in confidence.

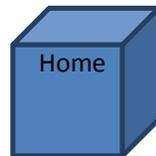
Your completed application form should be returned to our the above 123 The Grove address as soon as possible to enable us to arrange interviews and reference checks.

Due to the costs incurred in the recruitment process we are unable to acknowledge each returned application. If you have not heard from us within two weeks then your application will not have been successful for this post.

Once again thank you for your interest in working for our organisation and I look forward to receiving your completed application.

Yours sincerely

Gill Thomas and Nicola Dowling



## **Christchurch Montessori**

---

### **Full day care Nursery**

247 Fairmile Road  
Christchurch,  
Dorset.  
BH23 2LH  
OFSTED REG EY373992  
Tel 01202 461127/ 982746

### **Pre-School**

Beauchamp Place  
Christchurch,  
Dorset.  
BH23 2BS  
OFSTED REG. EY136941  
Tel 01202 487045 01202 240920

E-mail [christchurchmontessori@sky.com](mailto:christchurchmontessori@sky.com)

### **APPLICATION FORM**

Please complete this form in black ink

**Position applied for** (Please circle)    **Nursery Deputy    Senior Practitioner,**

**EYP, Nursery Practitioner, Apprentice Trainee.**

**Full Time    Part Time    Term Time**

### PERSONAL DETAILS

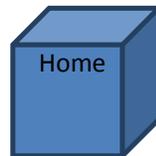
**Name:**

**Address:**

**Contact Number (day):**

**Email address (please print)**

**Name of Employer (if applicable):**



<p><b>Address:</b></p>          <p><b>Work contact Number:</b></p>
--

REFERENCES

<p><b>Please supply names of two referees who can support this application and are familiar with your work.</b></p>	
<p><b>Name</b></p>  <p><b>Address</b></p>  <p><b>Contact Number</b></p> <p><b>Email Address</b></p> <p><b>In what capacity do you know this person</b></p>	<p><b>Name</b></p>  <p><b>Address</b></p>  <p><b>Contact Number</b></p> <p><b>Email Address</b></p> <p><b>In what capacity do you know this person</b></p>



**PART II**

FORMAL QUALIFICATIONS Subject	Qualifications Gained	Date when qualifications gained

INFORMAL TRAINING AND WORKSHOPS

	Training Provider	Date
Workshop		



--	--	--

**Please give us some details about your previous work experience, either paid or voluntary:**

Dates	Organisation	Job Title	Reason for Leaving



**Do you have experience or knowledge of Play work/Childcare? Yes/No**

**If yes, please give details:**

**Essential information to accompany an application form**

**General Information**

Current or expected hourly rate of pay .....



Do you hold a current full driving licence? Yes/No

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

**Notice Period**

If appointed, how soon could you join us?.....

**Disability**

Our organisation has a policy of interviewing applicants who have a disability and who meet the essential short listing criteria. If you do have a disability, please tell us if there are any reasonable adjustments we can make to help you do this job

.....

**Criminal Record**

As our organisation meets the requirements in respect of exempted occupations under the Rehabilitation of Offenders Act 1874, all applicants who are offered relevant employment will be subjected to a criminal record check from the Criminal Records Bureau before employment can commence. This will include details of convictions, cautions, reprimands or final warnings. With some exceptions, having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offences.

**Declaration of Criminal Record**

Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police? ( Please note that the position that you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to disclosed, both spent and unspent).

**YES/NO**

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for the post? **YES/NO**

If you answered yes to one or both of the above, please give details of all offences, penalties and/or police enquiries and dates on a separate sheet of paper and send it in a sealed envelope, marked confidential, for the attention of the [chair of the committee].

Are you subject to any current outstanding disciplinary action or legal proceedings?

**Yes/No** if Yes please give details.....

**Disqualification from working with children declaration**



Some people are not allowed to work with children because they are disqualified to do so. It is an offence if you employ someone who you know to be disqualified from working with children.

Some of the things that disqualify people from working with children are:

- \* Convictions or charges of an offence against a child
- \* Convictions or charges of certain offences against an adult (for example, murder, kidnapping, rape, indecent assault, assault occasioning actual bodily harm)
- \* Being on the Protection of Children Act (POCA) list of persons considered unsuitable to work with children
- \* Being on the DFES List 99 of people that are considered not fit and proper persons to work with children
- \* Being made the subject of a disqualifying order
- \* Being made the subject of an order where a child has been removed from his/her care or been prevented from living with him/her.

Declaration:

I confirm that I am not disqualified from working with children.

Signed:..... Dated:.....

**Health declaration**

Do you suffer from any medical condition, be it physical or mental, which would affect you carrying out your duties under this post? **YES/NO**

Are you aware of any outstanding medical queries in relation to your general health, which could have a bearing on your suitability for the post? **YES/NO**



If you answered yes to one or both of the above, please give details of all medical conditions and outstanding queries on a separate sheet of paper and send it in a sealed envelope, marked confidential, for the attention of the [chair of the committee].

**Declaration**

I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice. Because of the sensitive nature of the duties the post holder will be expected to undertake, I understand that an Enhanced Disclosure will be sought in the event of a successful application.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee, the information will also be used for employment related purposes. I agree to the organisation holding and processing this information.

Signed.....Date.....

**Christchurch Montessori**

**Data Protection Act:**

The information provided on this form will be given to the short listing panel and used to determine short listed candidates for the post. The information provided will be stored in

a secure location and restricted to those authorised to access. Unsuccessful applications will be destroyed after a six-month period.



### Equal Opportunities Policy Monitoring Form

Christchurch Montessori is an Equal Opportunities Employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers.

To help us monitor our equal opportunities policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

The information you provide does not form part of the selection procedure; it is used only for monitoring purposes. This sheet will be separated from your application form before short listing.

POST APPLIED FOR .....

Please tick the appropriate box:

**GENDER:**      Male                      Female

**AGE**            Up to 25              26-35              36-45              46-55              56 & over

**RANGE:**

**MARITAL STATUS** .....

**NUMBER OF DEPENDANTS** .....

Would you describe yourself as having a disability?                      YES/NO

Where did you see this vacancy advertised? .....

What is your ethnic group?

Please choose ONE section from A to E, then tick the appropriate box to indicate your background:

**A      White**              British                                    Welsh                     

                                 Irish                                    Scottish                     

                                 English                     

Any other White background, please write in .....

**B      Mixed**              White and Black Caribbean



White and Black African

White and Asian

Any other Mixed background, please write in.....

**C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh**

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in .....

**D Black, Black British, Black English, Black Scottish or Black Welsh**

Caribbean

African

Any other Black background, Please write in .....

**E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group**

Chinese

Any other background, please write in .....

I understand that this information may be stored and processed as part of the Christchurch Montessori Nursery monitoring of equal opportunities and as part of the recruitment procedure and give my consent for my details to be used for this purpose.

Signature.....

Date.....

