

Please download this application form and complete, when you are ready to send us your form please email it to: jobs@hopscotchdaynurseries.co.uk



You can also **submit** your completed form by clicking on this email link:

jobs@hopscotchdaynurseries.co.uk

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Hopscotch Day Nurseries - Application form

Personal Details			
Full name:			
Date of birth:		Nationality (optional):	
Current Address:			
Have you lived or worked outside of the UK in the last 5 years? If so, please list below: (proof may be required)			
Dates – To:	From:	Address:	
Dates – To:	From:	Address:	
Preferred contact number:			
Email address:			

About you			
Are you eligible to work in the UK:	Yes	No	Proof of right to work in the UK will be taken prior to any offer of employment (Birth Cert / Passport etc.)
If yes, you will need to provide proof, please indicate below what you will be using. A = Right to Work - 1 from the list to be provided B = Proof of Address - 2 from the list to be provided			
A	<input type="radio"/> Birth Certificate	<input type="radio"/> Passport	<input type="radio"/> National Insurance Card <input type="radio"/> Identity Card
B	<input type="radio"/> Bank Statement	<input type="radio"/> Driving Licence	<input type="radio"/> Utility Bill <input type="radio"/> HMRC <input type="radio"/> Other: please state.....
I confirm that I am mentally and physically able to commence work:	Yes	No	You are hereby confirming that you are fit and able to fulfill all aspects of the role you are applying for.
Do you hold a current, full valid UK driving license?	Yes	No	You may from time to time be asked to travel to other Hopscotch Day Nurseries.

Role details					
Role applied for:					
Position type:	Full time	Part time	Bank		
Location applied for: <i>If you are applying for a bank position, please tick which available to work at.</i>	Botley	Eastleigh	Fareham	Gosport	Any setting
	Lee	Regents Park	Portswood	Titchfield	
How did you hear about the vacancy?					
Have you ever worked for Hopscotch before?	Yes	No	If Yes*, provide details		
Do you know any current Hopscotch employees?	Yes	No	If Yes*, provide details		
Do you require any specific requirements for interview?	Yes	No	If yes* provide details		

Please explain in a few sentences how you feel you are suited to the role you have applied for?

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What qualities and attributes can you offer Hopscotch Day Nurseries?

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What are your hobbies and interests?

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Employment history – Please start with your current most recent employer. Employment must cover at least 5 years if applicable and be listed below:

Current/most recent employer:		Position held:	
Start date:		Leave Date:	Reason for leaving:
Key responsibilities:			
Notice Period:			
Number of sick days: <i>(in the last 12 months)</i>			

Employer 2:		Position held:	
Start date:		Leave Date:	Reason for leaving:
Key responsibilities:			
Number of sick days: <i>(in last 12 months of employment with you)</i>			

Further Employment/Gaps in employment – up to 5 years minimum Please note it is a requirement for Hopscotch to identify at least 5 years previous employment/gaps in employment/academics. Please list dates and locations below. HR may evidence any gaps before commencement of employment.

Dates from: (dd/mm/yy)	/ /	Dates to: (dd/mm/yy)	/ /	Details:	
Dates from: (dd/mm/yy)	/ /	Dates to: (dd/mm/yy)	/ /	Details:	
<i>If necessary, please continue here:</i>					

Education - Please indicate when you left full-time education; state the months and years of which you were enrolled.				
School/College/University	Dates: mm/yy – mm/yy	Qualification/Course Name & Result gained	Type: e.g. GCSE	Year awarded
	-			
	-			
	-			
	-			
	-			

Criminal convictions and Barred Status			
<ul style="list-style-type: none"> In accordance with the legislation and our Recruitment Policy, it is a requirement that all potential employees undergo reference and DBS checks to determine their suitability to work with children. The job you are applying for involves substantial access to children and is therefore exempt from the Rehabilitation Offenders Act 1974. You are required to declare any convictions or cautions you may have, even if they would otherwise be regarded as spent under this Act. The information you give will be treated in confidence and will only be taken into consideration in relation to an application where the exemption applies. 			
Have you ever received a caution or reprimand relating to a criminal offence or incident?	Yes*	No	<i>If Yes*, provide details</i>
Have you ever been convicted of a criminal offence?	Yes*	No	<i>If Yes*, provide details</i>
Do you have any current unspent criminal convictions?	Yes*	No	<i>If Yes*, provide details</i>
Are you barred from working with children?	Yes*	No	<i>If Yes*, provide details</i>

References – please read fully
<ul style="list-style-type: none"> It is a mandatory requirement that you provide us with 2 references including your current or most recent employer. You may provide us with; an academic reference or a character reference should you not have 2 employer references. These cannot include relatives. Character references should only be provided if you have one or no employment experience. Hopscotch Day Nurseries require this information prior to commencement of employment. If you are successful in gaining an interview with the company, by filling out the fields below, you agree for Hopscotch to independently contact referees to seek suitability for your employment. References should match your employment history in the most recent format. References may be sought prior to interview. Please let us know if this is not your preference.

References - Please fill out all fields

Name of 1st referee:		Relationship to you:	
Company Name:		Job Title:	
Address:			
Email Address:		Tel Number:	

Name of 2nd referee:		Relationship to you:	
Company Name:		Job Title:	
Address:			
Email Address:		Tel Number:	

Data Protection/GDPR and Declaration	
<p>You agree that the personal data which you have provided/will provide during the recruitment process can be held and processed by us. This will be by computer or manually for any purpose relating to the processing of your application and the administration of any subsequent employment, or in relation to our legal obligations or business needs. You agree that any sensitive personal data provided on this form including but not limited to proceedings or alleged offences, may also be held and processed for the purposes of ensuring our compliance with any legal obligations.</p> <ul style="list-style-type: none"> • If you are successful and accept a position with us, your application form, subsequent personal details including your interview paperwork will be held within your personnel file until such time that you leave the business. A GDPR privacy notice is in place for personnel data which can be accessed at any time. • If unsuccessful or you decide to decline an offer of employment, your application form and subsequent personal details including your interview paperwork will be kept on file for a period of 12 months, at which point your data will be securely destroyed. 	
<p>I confirm that I have read and understood the above.</p> <p>I confirm that the information provided on this form, is to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection of employment, or, if employed, dismissal in accordance with company policy.</p>	
Signed:	Date:

If you wish to supply a CV with a personal statement, please attach with your application form.

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Office Use Only

Qualifications	1	2	3	4	5
Knowledge	1	2	3	4	5
Standard	1	2	3	4	5
History	1	2	3	4	5
Experience	1	2	3	4	5

Date Received	
Interview Date	
Interviewee	