

# Candidate Application Form

## Private and Confidential

Applicants are invited from people from all sections of the community, irrespective of their marital status, sexuality, race, colour, nationality, ethnic, national origin or religion, who have the necessary abilities to carry out the job.

Post(s) applying/searching for:  
(E.g. Nursery Nurse, Nanny, Full time, Temp)

Full Name:

Address:

Postcode:

Tel. Number(s):

Email Address:

Date of Birth:

Do you have a full driving license?

Yes

No

If yes, does it have any endorsements?

Yes

No

## Education

Please give details of the educational qualifications you have achieved with the name of the provider and dates.

Please give details of any relevant short courses you have attended with the name of the provider and dates:

**Work History**

Name and Address of Employer	From	To	Main Duties	Reason for Leaving

**Supporting Information** (continue on a different sheet if necessary)

Please indicate your reasons for applying for the post(s). You are also invited to give any additional information which you wish to have taken into account in support of your application, and to list hobbies, spare time activities, interests etc.

<b>References</b>	
Please give names, address', telephone numbers and email address' of two referees, one of whom must be your present or most recent employer.	
Are you happy for references to be taken up before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	
1.	2.
How did you find out about the agency?	
<b>Declaration</b>	
1. I acknowledge that an appointment, if offered, will be subject to a satisfactory medical clearance. 2. I declare that I have not been convicted of any criminal offence, spent or otherwise. (The post(s) is exempt from the Rehabilitation of Offenders Act 1974). 3. I declare that the information given on this form is correct and understand that on appointment, any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.	
Signature .....	
Date .....	
<b>FOR OFFICE USE ONLY</b>	
Date of Interview	
Accepted Y/N	
Post(s) Offered	
Post Accepted	
Comments	

Please return completed application form to:

Carolyn Glen – Childcare Recruitment  
34 The Circle  
Danderhall  
Midlothian  
EH22 1NR