

APPLICATION FORM – NURSERY MANAGER

Little Blossom Tree Nursery & Pre-School

CONFIDENTIAL



Please complete this form in full. Incomplete forms may not be shortlisted.

Write clearly in black ink or type.

Return to: recruitment@littleblossomtree.co.uk

SECTION 1 – PERSONAL DETAILS

Full Name:

Preferred Name (if different):

Title (Mr/Ms/Mrs/etc.):

Date of Birth:

National Insurance Number:

Home Address:

Postcode:

Telephone (mobile):

Telephone (other):

Email Address:

Do you have a current UK driving licence? Yes No

SECTION 2 – POSITION APPLIED FOR

Role Title: Nursery Manager

Expected Start Date: _____

Where did you hear about this vacancy? _____

SECTION 3 – RIGHT TO WORK

Are you legally entitled to work in the UK? Yes No

If No, please give details: _____

You will be required to provide original ID evidence if shortlisted.

SECTION 4 – EDUCATION & QUALIFICATIONS

Please list your relevant qualifications, starting with the most recent.

Qualification Grade/Outcome Institution Date Awarded

Early Years Qualification Level (please tick):

Level 3 Level 4 Level 5 Level 6 / EYTS / QTS

Other training / certificates (e.g. Paediatric First Aid, Safeguarding, DSL):

SECTION 5 – EMPLOYMENT HISTORY

Provide full employment history in chronological order, starting with your current or most recent employer. Include paid, voluntary and self-employed roles.

Current/Most Recent Employer

Employer Name:

Job Title:

Start Date:

End Date (if applicable):

Salary:

Reason for leaving:

Notice period required:

Previous Roles

(Please continue on a separate sheet if required)

Employer Position Start Date End Date Reason for Leaving

SECTION 6 – GAPS IN EMPLOYMENT

Please explain any gaps in employment greater than 4 weeks: (Continue on a separate sheet if required)

SECTION 7 – PROFESSIONAL REFERENCES

Provide two professional referees, one must be your current or most recent employer. References will only be taken once a conditional offer has been made.

REFEREE 1 (Current/Most Recent Employer – REQUIRED)

Name:

Position:

Organisation:

Relationship to you:

Email:

Telephone:

REFEREE 2

Name:

Position:

Organisation:

Relationship to you:

Email:

Telephone:

SECTION 8 – RELEVANT EXPERIENCE & SKILLS

Please describe how your experience, skills and knowledge make you suitable for this role. Include leadership responsibilities, safeguarding, curriculum, staff supervision and EYFS experience.

(Use additional sheets if needed)

SECTION 9 – SAFEGUARDING & CRIMINAL CONVICTIONS

Little Blossom Tree Nursery & Pre-School is committed to safeguarding and promoting the welfare of children. The Nursery Manager role is exempt from the Rehabilitation of Offenders Act 1974 and requires an Enhanced DBS check with children's barred list.

Do you have any unspent or spent criminal convictions, cautions, reprimands or warnings?

Yes No

If Yes, provide details here:

This information will be considered confidentially and fairly in line with safer recruitment guidance.

You will also be required to complete a confidential self-disclosure form post-offer, prior to DBS submission.

SECTION 10 – SAFEGUARDING CONCERNS OR INVESTIGATIONS

Have you ever been the subject of a safeguarding investigation, allegation or concern relating to children or vulnerable adults?

Yes No

If Yes, provide details:

SECTION 11 – DISQUALIFICATION DECLARATION

Under the Childcare Disqualification Regulations, are you disqualified from working in childcare?

Yes No

Have you lived or worked overseas within the last 5 years?

Yes No

If Yes, further police checks may be required.

SECTION 12 – MEDICAL & FITNESS TO WORK

The role requires resilience, reliability and physical fitness appropriate for childcare settings.

Do you have any health conditions that may affect your ability to perform this role?

Yes No

If Yes, please outline:

A medical questionnaire will be required post-offer.

SECTION 13 – SALARY EXPECTATIONS

Expected salary: £ _____

SECTION 14 – REASONABLE ADJUSTMENTS

Do you require any reasonable adjustments during the recruitment process?

Yes No

If Yes, please describe:

SECTION 15 – DECLARATION

I confirm that:

- The information I have given is true and complete.
- I understand that providing false information may result in withdrawal of an offer or dismissal.
- I consent to the information provided being used for recruitment, safeguarding and employment purposes.
- I understand this application will be handled according to data protection legislation.

Signature:

Full Name:

Date:

DATA PROTECTION STATEMENT

Your information will be stored securely and used only for recruitment, safeguarding and employment processing. It will be retained for a limited period and then destroyed. It will not be shared with third parties except for DBS checks, references or legal requirements.

EQUAL OPPORTUNITIES MONITORING FORM (OPTIONAL ANONYMOUS FORM)

Applicants may complete a separate EDI monitoring form to support fairness and equality benchmarking. This will remain detached from application documentation.

EQUAL OPPORTUNITIES MONITORING FORM

Little Blossom Tree Nursery & Preschool

This form is used only for monitoring purposes to ensure fair and non-discriminatory recruitment practices. It will be separated from your application before shortlisting and will not be seen by the interview panel. Completion of this form is voluntary.

All information will be treated confidentially and in accordance with data protection legislation.

1. Position Applied For

Nursery Manager

Deputy Manager

Administrator

Other: _____

2. Full Name (optional)

3. Gender Identity

Which option best describes how you identify?

- Female
 - Male
 - Non-binary
 - Prefer to self-describe: _____
 - Prefer not to say
-

4. Age Group

- 16 – 24
 - 25 – 34
 - 35 – 44
 - 45 – 54
 - 55 – 65+
 - Prefer not to say
-

5. Ethnic Background

Please tick the option that best describes your ethnic group or background:

White

- English / Welsh / Scottish / Northern Irish / British / Irish
- Gypsy or Irish Traveller
- Other White background

Mixed / Multiple Ethnic Groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed background

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background

Black / African / Caribbean / Black British

- African
- Caribbean
- Other Black background

Other Ethnic Group

- Arab
- Other ethnic group
- Prefer not to say

6. Disability

Under the Equality Act 2010, a disability is a physical or mental impairment that has a substantial, long-term effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability?

Yes

No

Prefer not to say

If yes, please provide brief details (optional):

7. Religion or Belief

No religion

Christian

Muslim

Jewish

Sikh

Hindu

Buddhist

Other religion or belief: _____

Prefer not to say

8. Sexual Orientation

- Heterosexual / Straight
 - Gay / Lesbian
 - Bisexual
 - Other sexual orientation: _____
 - Prefer not to say
-

9. Marital or Civil Partnership Status

- Single
 - Married
 - In a civil partnership
 - Divorced / Separated
 - Widowed
 - Prefer not to say
-

10. Caring Responsibilities

Do you have caring responsibilities for children or adults?

- Yes
- No
- Prefer not to say

If yes (optional):

- For children
- For adults
- For both

11. Right to Work in the UK

Yes

No

Prefer not to say

12. Data Protection Statement

Your data will be used solely for anonymised monitoring and reporting purposes. The information you provide will be detached from your application form and stored securely in accordance with GDPR and Little Blossom Tree Nursery's Data Protection Policy.

Signature (optional)

_____ Date: _____
