



**Little
Blossom Tree**
Nursery & Pre-School

EMPLOYMENT APPLICATION FORM

Little Blossom Tree Nursery & Pre-School

Please complete this application form in full and return it by email to
info@littleblossomtree.co.uk.

June 2026

POSITION APPLIED FOR

Please Tick One:

Role	Tick
Nursery Manager	<input type="checkbox"/>
Deputy Manager	<input type="checkbox"/>
Operations Manager	<input type="checkbox"/>
Room Leader	<input type="checkbox"/>
Nursery Practitioner / Nursery Staff	<input type="checkbox"/>
Administration Officer	<input type="checkbox"/>
Apprenticeship	<input type="checkbox"/>
Other (Please Specify) _____	<input type="checkbox"/>

APPLICANT GUIDANCE

When submitting your application, please ensure the subject line clearly states your full name and the position you are applying for (for example: Jane Smith – Room Leader Application).

All sections of this form should be completed as fully and accurately as possible. Please do not write “see CV” in place of completing sections, as all information requested forms part of our safer recruitment process. You are welcome to attach your CV in addition to this application form; however, it will not be accepted as a substitute for completing the application.

If you require additional space for your Supporting Statement, Employment History, Qualifications, or any other section, please attach additional sheets and clearly mark them with your name and the relevant section heading.

Little Blossom Tree Nursery & Pre-School is committed to safeguarding and promoting the welfare of children and young people. As part of our safer recruitment procedures, all shortlisted candidates will be subject to reference checks and all successful applicants will be required to undergo an Enhanced DBS check, right-to-work verification, qualification check and other pre-employment safeguarding checks.

Please ensure all information provided is accurate and complete. Any false, misleading or omitted information may result in your application being withdrawn or, if appointed, disciplinary action up to and including dismissal.

We look forward to receiving your application and thank you for your interest in becoming part of the Little Blossom Tree Nursery & Pre-School team.

SECTION 1 – PERSONAL DETAILS

Applicant Information	Details
Title	
First Name	
Middle Name(s)	
Surname	
Previous Name(s) (if applicable)	
Date of Birth	
National Insurance Number	
Home Address	
Postcode	
Mobile Number	
Alternative Telephone Number	
Email Address	
Driving Licence Held?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access to Own Vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 2 – RIGHT TO WORK IN THE UK

Question	Response
Do you have the legal right to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
British Citizen	<input type="checkbox"/>
Settled Status	<input type="checkbox"/>
Pre-Settled Status	<input type="checkbox"/>
Skilled Worker Visa	<input type="checkbox"/>
Other Visa Type	<input type="checkbox"/>
Visa Expiry Date (if applicable)	
Details	

SECTION 3 – QUALIFICATIONS

Education & Qualifications

Qualification	Subject/Course	Grade	Awarding Body	Date Achieved

Early Years Qualifications

Qualification	Tick	Level
Level 2 Early Years	<input type="checkbox"/>	
Level 3 Early Years	<input type="checkbox"/>	
Level 4 Early Years	<input type="checkbox"/>	
Level 5 Early Years	<input type="checkbox"/>	
Level 6 Early Years	<input type="checkbox"/>	
EYTS / EYT	<input type="checkbox"/>	
QTS	<input type="checkbox"/>	
Degree	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

Professional Training

Training / Certificate	Held	Expiry Date
Paediatric First Aid	<input type="checkbox"/>	
Safeguarding Children	<input type="checkbox"/>	
Food Hygiene	<input type="checkbox"/>	
Prevent Duty	<input type="checkbox"/>	
FGM Awareness	<input type="checkbox"/>	
SENCO Training	<input type="checkbox"/>	

Training / Certificate	Held	Expiry Date
Designated Safeguarding Lead (DSL)	<input type="checkbox"/>	
Behaviour Management	<input type="checkbox"/>	
Health & Safety	<input type="checkbox"/>	
Fire Safety	<input type="checkbox"/>	
GDPR/Data Protection	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

SECTION 4 – EMPLOYMENT HISTORY

Please provide your full employment history beginning with your most recent employer. Include any periods of unemployment.

Employer Name	Position Held	From (MM/YYYY)	To (MM/YYYY)	Salary	Reason for Leaving

Duties & Responsibilities

Most Recent Employer	Details
Main Responsibilities	
Number of Staff Managed (if applicable)	
Age Groups Worked With	
Safeguarding Responsibilities	
Key Achievements	

SECTION 5 – GAPS IN EMPLOYMENT

Please account for all gaps in employment and education history.

From Date	To Date	Reason for Gap

SECTION 6 – EXPERIENCE & COMPETENCIES

Please Tick All Relevant Experience

Experience Area	Yes
EYFS Curriculum	<input type="checkbox"/>
Observations & Assessments	<input type="checkbox"/>
Learning Journals	<input type="checkbox"/>
Parent Meetings	<input type="checkbox"/>
Key Person Responsibilities	<input type="checkbox"/>
Behaviour Management	<input type="checkbox"/>
Child Protection & Safeguarding	<input type="checkbox"/>
SEN Support	<input type="checkbox"/>
Managing Staff	<input type="checkbox"/>
Recruitment & Interviews	<input type="checkbox"/>
Ofsted Inspections	<input type="checkbox"/>
Nursery Operations	<input type="checkbox"/>
Budget Management	<input type="checkbox"/>
Staff Supervisions	<input type="checkbox"/>
Staff Appraisals	<input type="checkbox"/>
Complaints Handling	<input type="checkbox"/>
Administration	<input type="checkbox"/>
Reception Duties	<input type="checkbox"/>
Payroll	<input type="checkbox"/>
HR Administration	<input type="checkbox"/>
Marketing & Social Media	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>

Age Groups Worked With

Age Group	Tick
Babies (0–2 Years)	<input type="checkbox"/>
Toddlers (2–3 Years)	<input type="checkbox"/>
Preschool (3–5 Years)	<input type="checkbox"/>
School Age Children	<input type="checkbox"/>

SECTION 7 – SUPPORTING STATEMENT

Please explain why you are applying for this role and how your experience, skills and qualifications make you suitable. Please use additional sheets if you wish to add more information.

Supporting Statement

SECTION 8 – SAFER RECRUITMENT SELF-DISCLOSURE

Little Blossom Tree Nursery & Pre-School is committed to safeguarding and promoting the welfare of children.

All positions are subject to Enhanced DBS and safeguarding checks.

Please Tick Accordingly

Question	Yes	No
Have you ever been convicted of a criminal offence?	<input type="checkbox"/>	<input type="checkbox"/>
Have you received a police caution, warning or reprimand?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently under investigation by the police?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been dismissed for misconduct?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been disciplined relating to children or vulnerable adults?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been barred from working with children?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been prohibited from teaching?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been disqualified from childcare?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been involved in a safeguarding investigation?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had allegations made against you relating to a child?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered YES to any question above, please provide full details

Disclosure Details

SECTION 9 – CHILDCARE DISQUALIFICATION DECLARATION

Question	Ye s	N o
Are you disqualified from working in childcare under the Childcare Act 2006?	<input type="checkbox"/>	<input type="checkbox"/>
Has any child ever been removed from your care by a court order or local authority?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any restrictions on your ability to work with children?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been subject to a safeguarding referral?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 10 – HEALTH DECLARATION

Question	Response
Do you have any health conditions or disabilities requiring reasonable adjustments?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide details	

SECTION 11 – REFERENCES

Reference 1 (Current or Most Recent Employer)

Information Required	Details
Name	
Job Title	
Organisation	
Relationship to Applicant	
Address	
Telephone Number	
Email Address	
May We Contact Before Interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Reference 2

Information Required	Details
Name	
Job Title	
Organisation	
Relationship to Applicant	
Address	
Telephone Number	
Email Address	
May We Contact Before Interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 12 – EQUAL OPPORTUNITIES MONITORING

Gender

Gender	Tick
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Non-Binary	<input type="checkbox"/>
Prefer Not To Say	<input type="checkbox"/>

Age Group

Age Range	Tick
Under 18	<input type="checkbox"/>
18–24	<input type="checkbox"/>
25–34	<input type="checkbox"/>
35–44	<input type="checkbox"/>
45–54	<input type="checkbox"/>
55+	<input type="checkbox"/>

Age Range	Tick
Prefer Not To Say	<input type="checkbox"/>

Ethnic Background

Ethnicity	Tick
White	<input type="checkbox"/>
Mixed / Multiple Ethnic Groups	<input type="checkbox"/>
Asian / Asian British	<input type="checkbox"/>
Black / Black British	<input type="checkbox"/>
Other Ethnic Group	<input type="checkbox"/>
Prefer Not To Say	<input type="checkbox"/>

SECTION 13 – APPLICANT DECLARATION

Declaration

Declaration
I declare that the information contained within this application form is true and complete to the best of my knowledge.
I understand that any false statement, omission or misleading information may result in my application being withdrawn or, if appointed, dismissal from employment.
I understand that any offer of employment is subject to satisfactory references, Enhanced DBS checks, qualification verification, safeguarding checks and right-to-work checks.
I consent to Little Blossom Tree Nursery & Pre-School processing my personal data for recruitment purposes in accordance with UK GDPR legislation.

Signature	Date

Applicant Name (Print): _____

RECRUITMENT OFFICE USE ONLY

Recruitment Stage	Completed	
Application Reviewed	<input type="checkbox"/>	
Shortlisted	<input type="checkbox"/>	
Interview Completed	<input type="checkbox"/>	
References Received	<input type="checkbox"/>	
Employment History Verified	<input type="checkbox"/>	
Qualifications Verified	<input type="checkbox"/>	
Enhanced DBS Completed	<input type="checkbox"/>	
Right to Work Checked	<input type="checkbox"/>	
Safeguarding Checks Completed	<input type="checkbox"/>	
Offer Made	<input type="checkbox"/>	
Contract Issued	<input type="checkbox"/>	
Start Date Confirmed	<input type="checkbox"/>	
Recruiting Manager	Signature	Date

SAFER RECRUITMENT CHECKLIST (PRE-EMPLOYMENT)

Required Document	Received
Enhanced DBS Check	<input type="checkbox"/>
Two References	<input type="checkbox"/>
Qualification Certificates	<input type="checkbox"/>
Proof of Identity	<input type="checkbox"/>
Proof of Address	<input type="checkbox"/>
Right to Work Documents	<input type="checkbox"/>
Employment History Verification	<input type="checkbox"/>
Health Questionnaire	<input type="checkbox"/>
Safeguarding Declaration	<input type="checkbox"/>
Staff Handbook Signed	<input type="checkbox"/>
Safeguarding Policy Signed	<input type="checkbox"/>
Confidentiality Agreement Signed	<input type="checkbox"/>
Employment Contract Signed	<input type="checkbox"/>