

# CONFIDENTIAL

## THE LITTLE LOT NURSERY - JOB APPLICATION FORM

All relevant sections must be completed.

A curriculum vitae must not be submitted in place of any information on this form.

### 1. VACANCY INFORMATION

Application for the post of: Nursery Administrator

Completed forms should be e-mailed to: **littlelot@littlelotnursery.co.uk**

by the closing date of: 11 February 2026 midnight

### 2. PERSONAL DETAILS

Surname	Title
Previous Surname	
First Name(s)	Known as
Have you ever been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please give details	
Address	
Postcode	
Telephone : Business	Private
Mobile Tel:	e-mail
<p><b>Please note</b> if you provide an email address we will use this to communicate with you if you are shortlisted for interview. Therefore please check your in-box regularly and ensure that littlelot@littlelotnursery.co.uk is set as a 'safe sender' to ensure that emails are not filtered into spam or junk email folders.</p>	
Are you applying for this job as a job sharer? : Yes <input type="checkbox"/> No <input type="checkbox"/>	

### 3. REFERENCES

Please give details of two referees who are not related to you, from whom references about your suitability for the job can be obtained. **If presently employed, one must be your current employer.** Please provide the appropriate company contact details, we would normally contact the Human Resources Department for a reference. **If unemployed, one must be your most recent employer.** In the absence of previous employment experience a reference from your headteacher / tutor or related to relevant voluntary work is acceptable.

If you are not currently working with children and/or vulnerable adults, but have done so in the past, please supply details of an additional employer by whom you were most recently employed to work with children/vulnerable adults. (This is only relevant if the job you are applying for involves working with children/vulnerable adults).

1. Current or most recent employer		2. Previous employer or Personal referee	
Company name:		Company name (if applicable):	
Line manager name :		Name of referee :	
Company address :		Occupation:	
Address 2:		Address:	
Address 3:		Postcode:	
Postcode:		Business Telephone:	
Business Telephone:		Home Telephone:	
Business Mobile:		Mobile:	
Business/HR Dept E-mail address:		E-mail:	
How long has the referee known you?		How long has the referee known you?	
In what capacity does the referee know you?		In what capacity does the referee know you?	
<input type="checkbox"/>	Current employer	<input type="checkbox"/>	Previous employer
<input type="checkbox"/>	Most recent employer	<input type="checkbox"/>	Colleague/former colleague or manager but the referee is given on a personal basis
<input type="checkbox"/>	Personal (if you do not have previous employment experience)	<input type="checkbox"/>	Personal
If the referee knows you by a different name please state		If the referee knows you by a different name please state	
Please tick this box if you do not want this referee to be contacted prior to interview.	<input type="checkbox"/>	Please tick this box if you do not want this referee to be contacted prior to interview.	<input type="checkbox"/>

After shortlisting we reserve the right to take up references. If you have indicated on your application that you do not wish us to contact the referees we will only contact the referees after interview, if you are the successful candidate.

**Please contact your referees to advise them that you have provided their details and to confirm that they would be prepared to provide a reference for you if requested**

#### 4. DISCLOSURE OF CRIMINAL RECORDS AND POLICE CLEARANCE

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment and selection process.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see here <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

#### Disclosure & Barring Service

Posts that may have substantial opportunity for access to children or vulnerable adults are exempt from the Rehabilitation of Offenders Act and will require a Disclosure & Barring Service check. Successful applicants will be asked to apply for a Disclosure from the Disclosure & Barring Service. Further information about Disclosures can be found on the Government website [www.gov.uk](http://www.gov.uk)

#### 5. IMMIGRATION ASYLUM AND NATIONALITY ACT 2006

If your application is successful, you will be required to provide evidence that you are legally allowed to work in the UK prior to commencing employment.

#### 6. DECLARATION OF RELATIONSHIP

Are you or your spouse related by marriage, blood or as a cohabitee to any elected member or senior officer of the council?

Yes  No

If you are related please give their name and state the nature of the relationship. Failure to disclose such a relationship may lead to disqualification from the recruitment process or dismissal without notice.

Name:	Relationship:
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If you canvass any Member, Committee or employee of the Council about your application, you will be disqualified. This does not stop a Member or employee giving a written reference about you.

## 7. CERTIFICATION / DECLARATION

I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my contract of employment.

Signed:

Date:

Providing false information is an offence and could result in:-

- the application being rejected;
- Summary Dismissal if the applicant has been selected.

All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, DBS if relevant to post and Asylum & Immigration checks.

We must protect the public funds we handle so may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

We will record and hold the information given for personnel, employment, education and training purposes in accordance with the Data Protection Act 1998.

## 8. RECRUITMENT MONITORING

Please indicate where you first saw or heard about the advertisement for this vacancy.

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**NOTE TO APPLICANT:** In meeting our commitment to equal opportunities the decision to shortlist you for interview will only be based on the information you enter onto the following pages of your application.

## 9. DISABILITY AND REASONABLE ADJUSTMENTS

By answering the following questions, you will assist the Council to comply with its obligations arising from the Equality Act 2010. You are not compulsorily required to give this information. However, if you advise us that you do have a disability and you meet the essential criteria of the person specification, the Council will guarantee you an interview.

### Equality Act 2010

"a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities"

DO YOU HAVE A DISABILITY IN ACCORDANCE WITH THE ABOVE DEFINITION? Yes  No   
(regardless of whether or not it has an impact on your ability to do the job for which you are applying)

If you do have a disability or health condition, and require particular adjustments or arrangements to facilitate your participation in the selection process, please give details below.

## 10. INTERVIEW ATTENDANCE

Please indicate any periods when you **may not** be available for interview. We cannot guarantee to accommodate alternative dates.

## 11. EDUCATION ATTAINMENTS

Education, training and professional qualifications

FROM (Month & Year)	TO	Full Name and Address of School / College / University / Institution	Qualifications	
			Gained (with grades)	For which you are studying

## PROFESSIONAL BODIES

(Please give details of any professional body of which you are a Member. Indicate those obtained by examination)

**Please note that you will be required to produce evidence of qualifications attained.**

## 12. DRIVING LICENCE DETAILS

Do you hold a full current licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, what type of licence: -	Private / Light Goods <input type="checkbox"/>	HGV <input type="checkbox"/>	CLASS <input type="checkbox"/>
Other			

### 13. CURRENT / MOST RECENT EMPLOYMENT DETAILS

If you are currently employed by a recruitment agency please provide the agency details, rather than the company where you are undertaking your assignment. Please ensure that the details you provide here for your current or most recent employer are also included in Section 3, References.

Title of present/most recent job:		
Name & address of employer:	Date appointed:	Date left if applicable:
	Current salary or at time of leaving:	
	Permanent or Temporary:	
Tel No.	Reason for leaving if already left:	

### 14. FULL OCCUPATIONAL HISTORY

Please give details of **ALL** full and part-time work as well as particulars of **ALL** paid or unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work or periods when you were not employed.

Please complete the columns by entering the most recent first. **PLEASE DO NOT LEAVE ANY GAPS IN THIS HISTORY. (Continue on a separate sheet if necessary)**

Type of experience/Post title (paid or unpaid) and reason for leaving	Name & Address of Employer	Dates	
		From	To

**15. WRITE IN SUPPORT OF YOUR APPLICATION HERE – This section must be completed**

**A Curriculum Vitae must not be submitted in place of any information required on this form.** You may, however, wish to submit supplementary evidence to your application form by attaching a maximum of 2 sides of A4 paper.

Please explain how you meet the requirements outlined in the Person Specification. You should give examples from previous paid, unpaid or voluntary experience.

**We would like to take this opportunity to thank you for your interest in the advertised post. If you have not been contacted concerning your application within 4 weeks of the closing date, please assume you have not been shortlisted for interview.**