



The Broomhill Nursery

36 Fonthill Road, Aberdeen AB11 6UJ
397 North Deeside Road, Cults AB15 9SX



APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Return this form to:

Ref. No: _____

POSITION APPLIED FOR _____

Surname:	Forename(s):	Title:
----------	--------------	--------

Address:

Postcode: Telephone Number:
Mobile:

NI No.:

Current driving licence? Yes/No Groups: Expiry Date:	Details of endorsements:
---	--------------------------

Are there any restrictions on you taking up employment in the UK?
Yes No (If yes, please provide details)

EDUCATION HISTORY

Schools:	Qualifications gained:
----------	------------------------

Colleges/Universities:	Qualifications gained:
------------------------	------------------------

Other work based training/SVQ's:

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position:



The Broomhill Nursery

36 Fonthill Road, Aberdeen AB11 6UJ
397 North Deeside Road, Cults AB15 9SX



EMPLOYMENT HISTORY (Please complete in full with your most recent employer first)

NAME & ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	RATE OF PAY	DATES OF EMPLOYMENT REASON FOR LEAVING
Notice required in current post:			

EMPLOYMENT GAPS Please explain any gaps in your employment history below.

APPLICABLE DATES (TO-FROM)	REASON	COMMENTS



The Broomhill Nursery

36 Fonthill Road, Aberdeen AB11 6UJ
397 North Deeside Road, Cults AB15 9SX



DISCIPLINARY RECORD

Date	Formal action taken and reasons for (eg verbal warning, etc)	Appeal Yes/No Outcome of appeal	Period of time on record	SSSC notified Yes/No
Comments;				

REGISTRATIONS WITH REGULATORY BODIES

If you are registered with a Regulatory body please give details below.	
Regulatory body name:	Registration number:
Registered from (date) :	Registered as a; Manager/Practitioner/Support Worker
Please list any conditions on registration and the date in which these require to be met:	

PROTECTING VULNERABLE GROUPS SCHEME

If you are an existing PVG scheme member please give your PVG scheme ID below.	
PVG scheme ID:	
Date of PVG:	Relating to Adults/Children

DECLARATION OF RELATIONSHIPS

If you have any family members or close friends who use or are employed by our service please let us know below.	
Name:	Relationship to you:
Name:	Relationship to you:



The Broomhill Nursery

36 Fonthill Road, Aberdeen AB11 6UJ
397 North Deeside Road, Cults AB15 9SX



REFERENCES

Please note here the **names, telephone numbers and addresses** of two persons from whom we may obtain work/work experience references. These must be from a suitable person such as a line manager or supervisor. They must be authorised to give a reference on behalf of the company or organisation.

1.

2.

LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state "none". In all circumstances employment is dependent upon obtaining a satisfactory enhanced disclosure from Disclosure Scotland in relation to work with vulnerable groups. (PVG scheme) and two satisfactory references as well as gaining registration with SSSC within 6 months of your employment starting.

Failure to report any convictions at this stage may result in your employment being terminated. It is important that any disclosures are discussed with us prior to employment as failure to do so will result in disciplinary action and possible dismissal.



The Broomhill Nursery

36 Fonthill Road, Aberdeen AB11 6UJ
397 North Deeside Road, Cults AB15 9SX



GENERAL COMMENTS

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification):

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will complete an enhanced disclosure/PVG scheme record application. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.
4. I agree to apply for registration with the SSSC and understand that if I am refused registration within 6 months of my employment start date I will not be able to continue in my post and my contract with the company will be terminated.
5. I confirm that I have declared any cautions, fines, warnings or alternatives that I have received or are pending against me.

Signed:.....

Name:.....

Date:.....



The Broomhill Nursery

36 Fonthill Road, Aberdeen AB11 6UJ
397 North Deeside Road, Cults AB15 9SX



Form received by:	
Date received:	
Shortlisted?	
Date of screening interview:	