



.....an adventure through learning

APPLICATION FORM

Position applied for: _____ Full-time/Part-time: _____

Salary expectations: _____ Date available from: _____

Branch/es applied for (Lasswade, Eskbank, Heriot-Watt, Penicuik): _____

PERSONAL DETAILS

Forename/Initials : _____ Surname : _____ D.O.B.: _____

Full home address: _____

Post code: _____ Tel No: _____ Mobile: _____

Email: _____

Do you require a work permit? Yes No


Do you have any health problems which would impair your ability to carry out the job applied for? Yes No


If yes, please detail: _____


Where did you hear about Pinocchio's Nurseries and, if applicable, this vacancy? _____


Further Education and Training (Please complete this section or attach a CV which provides the following information.)

College/ University	From	To	Course	Qualifications Obtained

 PENICUIK - 43 Eastfield Drive, Midlothian EH26 8EY
Tel: 01968 679 007 Email: penicuik@pinocchiosnursery.co.uk

 EDINBURGH - First Gait, Heriot Watt University, Riccarton Campus, Currie EH14 4AS
Tel: 0131 451 5236 Email: heriot-watt@pinocchiosnursery.co.uk

 LASSWADE - School Green, Midlothian EH18 1NB
Tel: 0131 654 2914 Email: lasswade@pinocchiosnursery.co.uk

 ESKBANK - Newbattle Road, Midlothian EH22 3AE
Tel: 0131 654 0070 Email: eskbank@pinocchiosnursery.c



EDUCATION

Secondary Education	From	To	Subjects	Grades

PROFESSIONAL QUALIFICATIONS

Qualifications	Date Obtained	Institute

Please state below any memberships you have with professional bodies:

PRESENT/MOST RECENT EMPLOYER

Name of Employer	Address of Employer	Dates of Employment		Job title and main responsibilities	Reason for leaving
		From	To		

Final Salary: _____ Notice Period required/given: _____

PREVIOUS EMPLOYMENT

Name of Employer	Address of Employer	Dates of Employment		Job title and main responsibilities	Reason for leaving
		From	To		

Do you know/or are you related to, anyone that works for Pinocchio's Nurseries?

No

Yes (if so whom?) _____

DISCLOSURE

Please read and answer questions regarding disclosure below. Ensure you answer all questions.

Do you have any prior convictions of abuse towards a child (birth to sixteen years old) / adult?

No

Yes (Details if yes?) _____

Have you ever been subject to an investigation or an enquiry of abuse towards a child (birth to sixteen years old) / adult?

No

Yes (Details if yes?) _____

Have you ever been subject of an enquiry or allegations of abuse or inappropriate behaviour towards a child (birth to sixteen years old) / adult?

No

Yes (Details if yes?) _____

Do you agree to be Disclosure Scotland Enhanced? Yes No

All employment offers are subject to the receipt of satisfactory references and an Enhanced Disclosure Scotland check. Pinocchios can re-disclose you at any time during your employment with Pinocchio's Nurseries.

Signature: _____ Date: _____

PRE-EMPLOYMENT HEALTH DECLARATION

You are requested to complete this questionnaire. As an employer we have a duty to protect your health and safety at work. We also have a duty to make any reasonable adjustments considering any medical problem that you have had/or are suffering from. The information supplied will be treated in the strictest confidence. This will in no way prejudice your potential or subsequent employment at Pinocchio's Nurseries.

Employee's Name: _____ **Date:** _____

Have you had any periods of hospitalisation or prolonged illness requiring medical treatment over the past 10 years?

Are you presently undergoing medical observation or treatment that would affect your job, or require reasonable adjustments to be made?

Have you suffered from any form of back or neck problems or pain (e.g. sciatica, back pain, disc trouble, spondylitis or whiplash injury)?

Do you suffer from any allergies (includes allergies to medication)?

Do you suffer from eye disease or visual problems (including colour blindness) not corrected by glasses/contact lenses?

Have you any other health problem, not already mentioned that may affect your work or require reasonable adjustments to be made to your work environment or, to your daily routine?

I understand that my answers to this declaration will be used by Pinocchio's Nursery to allow management to be aware of any concerns, issues or medical problems that should be taken into consideration for the day to day activities that will be required of me within my role.

Signature: _____ Date: _____

Pinocchio's Supplementary Questions

1. What age groups have you worked with/have got experience with?

2. What age group do you prefer working with? Why?

3. How do you ensure that the quality of your work does not suffer when you are busy?

4. What aspects do you feel are most important in a private nursery to help children grow and develop?

5. How would you define a good adult/child relationship?

6. How would you define a good relationship between the nursery and the parents?

7. What strengths would you bring to the Pinocchio's team? Eg Art/Music/Cookery skills.

ADDITIONAL INFORMATION

Please use this space to add any information you think would benefit your application

REFERENCES

Please give the names and addresses of two people we can contact for a confidential assessment of your suitability for this job. Please give your present or most recent employers where possible.

Referee 1

Title/Surname: _____

Relationship to: _____

Position: _____

Company: _____

Address: _____

Telephone: _____

Can we contact them now ? _____

Referee 2

Title/Surname: _____

Relationship to: _____

Position: _____

Company: _____

Address: _____

Telephone: _____

Can we contact them now ? _____

If you are unsuccessful with this position would you be agreeable to us holding your details for 6 months should a more suitable position arise?

Yes

No

DECLARATION

I certify that the information I have given in this application form is correct.

I understand that giving false or misleading information may lead to the withdrawal of an employment offer or dismissal without notice if I have commenced work.

Signed: _____

Date: _____