



## Employment Application Form

**Vacancy:** Childcare Apprentice    Nursery Assistant    Senior Nursery Assistant    Other  
*(Please circle)*

**Main Setting:** Little Learners (Hogarth Road)    The Childrens Triangle (Dickens Road)    Wigwams (Whitton)  
 Buttons & Bows (Aster Road)    Wellington Nursery (Chevallier Street)    Any/Not Applicable

**Please complete, scan & email this form to [join-us@bowsandarrowsgroup.co.uk](mailto:join-us@bowsandarrowsgroup.co.uk) by the advertised closing date.**  
 Alternatively, post to Recruitment, Bows & Arrows Limited, Whitton Church Lane, Ipswich, IP1 6LW

Full Name	
Home Address & Postcode	
Contact Numbers:	Mobile: Other Daytime: Other Evening
Email Address	
Date of birth (ONLY Apprentices)	

Where did you hear about this vacancy?	
Have you worked for the Company before, or do you know any current employees?	

**Bows & Arrows is committed to safeguarding and promoting the welfare of children and young children and requires all employees to share this commitment.**

All successful candidates undergo a full DBS check at the expense of the Company. If you already hold an Enhanced Disclosure please give dates and settings:
Have you ever been convicted of a criminal offence? This post is exempt from The Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-over's including those regarded as spent must be declared.  No / Yes (provide full details)

**Employment History**

Please give a full employment history, continuing on a blank sheet of paper if you need more space.

Employment Dates	Employer	Job Title	Key Achievements	Reason for Leaving

Please tell us your current pay, and detail any benefits e.g. bonus or free childcare?

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**Training & Qualifications**

Qualification/Award	Subject	School/College or Awarding Body	Grade/Level	Date Awarded/Completed
<i>(E.g. GCSE</i>	<i>Mathematics</i>	<i>Suffolk New College</i>	<i>C</i>	<i>July 2011)</i>

**Mandatory Certificates (for practitioners)**

Area	Course	Training Provider	Date Completed	Renewal Date
Child Safeguarding				
Paediatric First Aid				
Manual Handling				

Do you have a full driving licence and access to a vehicle? \_\_\_\_\_

Please use this space to describe how you meet the requirements of the job role.

**Employment References**

Please give contact details for two referees. One of them must be your current, or most recent, employer.

<p>Name:</p> <p>Email Address:</p> <p>Contact Number:</p> <p>Connection to you:</p> <p>We like to take references before a job offer is made but know this can be awkward. May we seek this reference? Yes / No</p>	<p>Name:</p> <p>Email Address:</p> <p>Contact Number:</p> <p>Connection to you:</p> <p>We like to take references before a job offer is made but know this can be awkward. May we seek this reference? Yes / No</p>
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**Interview Process**

For practitioner roles, we typically select staff after one or two interviews and a short Work Trial. Please advise any dates that you are not available.

I certify that to the best of my knowledge the all the details that I have provided in this application are both correct and true and that I have included all information that is relevant to my application for this post. If employed, I accept that providing deliberately false information in my application could result in my dismissal.

Signed.....

Date .....