

Please complete and return this form together with photocopies of your ID (see website for details) and qualification certificates to us at:-
Email: enquiries@nurserymanagers.com
Fax: 0141 572 8400; or
Send to: NurseryManagers.com First Floor, 36 North Hanover Street, Glasgow, G1 2AD



REGISTRATION FORM

PERSONAL DETAILS

Title: Mr/Mrs/Miss/Ms/Other – please state

Forename: _____

Surname: _____

Date of Birth: _____

Address _____

Postcode _____

Email: _____

Home No: (_____) _____

Mobile No: _____

Work No: _____

National Insurance Number: _____

Driving Licence: Yes No

Do you rely on public transport to travel to work Yes No

In case of emergency, please provide details of someone we may contact

Name: _____

Address: _____

Telephone Number: (_____) _____

Mobile Number: _____

Do you have a medical condition or disability which may require any special facilities or support at work?

Yes

No

WORK REQUIREMENTS

Are you looking for:-

Temporary Work

Permanent Work

What hours are you able to work

Full time – Monday to Friday

Full time – Monday to Saturday (with one day off in week)

Part time – please state hours

Weekends only

Evenings only

What locations are you willing to work in:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

What positions are you currently looking for:-

Room Supervisor

Deputy Manager

Nursery Manager

Area Manager

Business Manager

Other (please state) _____

REFEREES

Please supply details of employers for the last 3 years. We need to obtain references from at least 2 employers. If you have not been working for this long or have only had one employer, please supply details of someone we can obtain a character reference from as well.

Surname: _____
First name: _____
Position: _____
Company: _____
Address: _____

Telephone Number (_____) _____

Date employed from: _____ to: _____

Surname: _____
First name: _____
Position: _____
Company: _____
Address: _____

Telephone Number (_____) _____

Date employed from: _____ to: _____

Surname: _____
First name: _____
Position: _____
Company: _____
Address: _____

Telephone Number (_____) _____

Date employed from: _____ to: _____

EMPLOYMENT HISTORY

Please give all your previous and current employment details

<p>Company: _____</p> <p>Address _____ _____</p> <p>Telephone Number: (____) _____</p> <p>Duties: _____ _____ _____</p>	<p>Position: _____</p> <p>Dates from: _____ to: _____</p>
<p>Company: _____</p> <p>Address _____ _____</p> <p>Telephone Number: (____) _____</p> <p>Duties: _____ _____ _____</p>	<p>Position: _____</p> <p>Dates from: _____ to: _____</p>
<p>Company: _____</p> <p>Address _____ _____</p> <p>Telephone Number: (____) _____</p> <p>Duties: _____ _____ _____</p>	<p>Position: _____</p> <p>Dates from: _____ to: _____</p>

EDUCATION

Please supply details of your education from High School onwards (you must supply proof of qualifications relevant to the position you are applying for)

School name _____

From: _____ To: _____

Qualifications: _____

Higher Education

College/University name: _____

From: _____ To: _____

Qualifications: _____

College/University name _____

From: _____ To: _____

Qualifications: _____

Professional Qualifications/Memberships

Please supply details of any professional qualifications obtained or currently studying for:

Qualification title	Stage/level:	Registration No:
_____	_____	_____
Date: _____	Current status: _____	Next exam date: _____
_____	_____	_____

Do you hold any Certificates relating to:-

- First Aid
- Health and Safety
- Food Hygiene
- Child Protection
- Other, (please state) _____

CRIMINAL RECORD/SECURITY CHECKS

Do you hold a CRB/Disclosure check:-

- Basic Disclosure Certificate (Scotland)
Enhanced Disclosure Certificate (Scotland)
Or
Criminal Records Bureau Disclosure (England)
Overseas Police Check

You must provide us with the original Certificates as proof of the above

Due to the nature of the work, an Enhanced Disclosure Check will be required from you before you can start working with children in any temporary or permanent work within a nursery.

As you are looking for work where you will come into contact with children or vulnerable groups, the The Rehabilitation of Offenders Act 1974 (Scotland) (England and Wales) Order 2003 requires us to obtain additional information from you:-

Do you have any previous convictions, whether or not they are spent within the Act, including any cautions, reprimands, final warnings, bind overs or any convictions overseas?

Yes No

If "yes" please give details

Declaration

I confirm that the information provided by me on this registration form and within my CV is both accurate and truthful and that I have not omitted any facts which may affect my future employment. I understand that any assignment entered into is subject to documentary evidence of my eligibility to work in the UK, satisfactory references and proof of any qualifications. I consent to personal or sensitive data to be disclosed when used in connection with search for work, subject to relevant Data Protection Legislation.

I am aware that NurseryManagers.com will be requesting Disclosure Scotland checks and that details from this or any other Police checks will be forwarded to a potential employer. I will inform NurseryManagers.com immediately of any change of circumstances that may affect my work such as any changes to my health or any pending convictions or prosecutions whilst I am registered for temporary or permanent work.

Signed _____

Dated _____

Print Name _____

Please send completed form to our Head Office at NurseryManagers.com, First Floor, 36 North Hanover Street, Glasgow, G1 2AD or fax to 0141 572 8400