



**APPLICATION FORM FOR EMPLOYMENT
Confidential**

A Title
Mr Mrs Ms Miss

Surname

Forename(s)

Address

.....

Postcode

Date of Birth.....

Work Tel No. Personal Tel No.....

Email Address.....

Current Driving Licence: YES/NO Details of Current Endorsements:

May we contact you at work: YES/NO

B EDUCATION, TRAINING & QUALIFICATIONS

Please show here that you have the training and qualifications asked for in the employee specification, including Apprenticeships and Memberships of Professional Bodies.

(i) SCHOOLS	Dates	Qualifications
.....		
.....		
.....		

(ii) COLLEGES/UNIVERSITIES	Dates	Qualifications
.....		
.....		
.....		

(iii) OTHER TRAINING	Dates	
.....		
.....		
.....		
.....		

C EMPLOYMENT HISTORY

(Please commence with most recent employer)

Dates From - To	Name & Address of Employer	Job Title	Wages/Salary	Reason for Leaving

Current Notice Required.....

D CURRENT ROLE – Please describe your duties in your current role:

E REFERENCES

Please give names and addresses of two referees. One should be your present employer or if not employed your last employer. If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job.

Title	Title
Name:	Name:
Occupation:	Occupation:
Address:	Address:
Post Code:	Post Code
Telephone No:	Telephone No:
Fax No:	Fax No:
Email Address:	Email Address:
Capacity in which known:	Capacity in which known:
May we contact prior to interview if you are short listed: YES/NO	May we contact prior to interview if you are short listed: YES/NO

F CRIMINAL RECORD

In accordance with the rehabilitation of offenders act 1974 (exceptions) order 1975, you are obliged to disclose all convictions and cautions no matter how long ago they occurred and regardless of whether the offences were committed as an adult or juvenile.

Do you have any criminal convictions YES/NO

Are you currently the subject of any criminal proceedings of police investigations
YES/NO

Please note any criminal convictions (*this is to include any reprimands and cautions which will be brought to light during the CRB process*).

If none please state:

Date	Nature of summons/charge/caution	Court	Sentence or order

G KNOWLEDGE

Please show that you have the knowledge asked for in the Employee Specification gained through either work, education, home or voluntary activities

H EXPERIENCE

Please show that you have the experience asked for in the Employee Specification gained through either work, education, home or voluntary activities

I SKILLS

Please show that you have the skills asked for in the Employee Specification gained through either work, education, home or voluntary activities

J Additional Information

Please use this section to provide any additional information you feel supports your application for the position. (You may continue on another sheet but please do not exceed 2 sides of A4)

K LEISURE - Please note any sports, hobbies, pastimes etc:

**L DATA PROTECTION NOTIFICATION:
(Please read this carefully before signing this application)**

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

Signed: **Date:**

M I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

Signed..... **Date**.....

N I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:-

- a UK passport
- an EU passport or national identity card
- a UK residence permit issued by the Home Office
- an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

or two from the following:-

- an official document bearing a national insurance number along with:-
 - a birth certificate, or
 - a letter from the Home Office, or
 - an immigration status document
- a work permit, along with:-
 - a passport, or
 - a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

Signed..... **Date**.....

O I also confirm that if offered the position I consent to a Criminal Records Check being carried out. This will involve providing three sources of evidence from the list below.

- Driving licence
- UK passport
- Marriage certificate
- Birth Certificate
- Utility Bill
- Bank Statement
- Rent book
- UK Identity Card
- Work Visa

Signed Date

Where did you see this post advertised?.....

JOB DESCRIPTION - NURSERY NURSE

Purpose of Post

- 1 To provide a high standard of physical, emotional, social and intellectual care for children placed in the nursery, Safeguarding Children – putting their welfare, care and development first.

Key Areas

- 1 Work with Children
- 2 Team Work
- 3 Liaise with parents

Responsible To:

Nursery Manager

Duties and Responsibilities

1. Safeguarding Children – putting their welfare, care and development first.
2. To provide high quality care for children and their families.
3. Plan and provide a curriculum appropriate to the age range of the children whilst developing your role as a key worker within the team.
4. Plan and provide a curriculum in conjunction with other staff whilst meeting the requirements of the Ofsted standards.
5. Liaise with the local primary school teachers and prepare reports that will assist in the children's smooth transition.
6. To support parents and families in the successful admission and transition of their children.
7. To keep a proper record of achievement file on your key children, for parents.
8. To report and assist management on any suspicious or suspected non – accidental injury complying with Daisy Chains child protection policy and the Area Child Protection guidelines.
9. To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and adhering to risk assessments.

10. To take responsibility for a group of children during any building evacuation.
11. Work with parents of special needs children to give full integration into the nursery whilst establishing Individual Education Plans as necessary.
12. Ensure child is collected by someone known to nursery.
13. Ensure the child surrounding are varied and interesting – Nursery routines involves heavy lifting.
14. Specific Child Care Tasks:
 1. The preparation and completion of activities to suit the child's stage of development.
 2. To ensure that mealtimes are a time of pleasant social sharing.
 3. Washing and changing children as required.
 4. Providing comfort and warmth to a sick child.
15. To supervise and manage student placements and prepare accurate and concise reports to the manager or college tutors.
16. To actively promote and support Daisy Chains equal opportunities policy and to ensure the nursery functions in an anti oppressive manner.
17. To take responsibility for the securing of the building, resources and property as required.
18. Support all staff and engage in a good staff team.
19. Liaise with and support parents and other family members.
20. Liaise with other professionals as necessary.
21. To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fair, Christmas party, etc.
22. Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it.
23. To respect the confidentiality of information received.
24. To be aware of the high profile of the nursery and to uphold its standards at all times.
25. Undertake, if deemed necessary the in house training schedule and then coach new employees with the training manuals where appropriate.
26. Comply with Daisy Chain's Policies and Procedures at all times.
27. To undertake other duties commensurate to the post as required by the nursery.

Teamwork

The promotion of positive relationships of trust and care are considered a priority. You will work as part of a team, and will maintain a close working relationship with other colleagues, parents, children and other agencies in the promotion of good childcare.

Environment

Daisy Chain operates a no smoking policy. There will be regular lifting and handling of children and equipment required within this post.

Working Conditions

Annual Leave: 4 weeks holiday (pro rated for part time workers) plus bank holidays. Three days holiday must be saved for the period between Christmas and New Year when the nursery is closed. (Part time staff will depend on days worked as to holiday needed to save).

Hours: Full time is 40 hours per week over 5 days.

Part time is 8 hours per day; days will be subject to post applied for.

Early and late shifts form part of the normal working pattern.

Training

All staff are expected to maintain a current awareness of professional and service issues and to be responsible for their own development. Further opportunities for training and development will be made available to all staff. Mandatory qualifications will be expected to be undertaken and then updated at relevant periods.

Qualifications

You will hold a relevant qualification either NNEB, BTec in nursery nursing, CACHE Diploma in Early Years Care and Education or NVQ Level 3 in Early Years Care and Education.

Employee Specification for Nursery Nurse

Detailed below are the types of skills, experiences and knowledge which are required of applicants applying for the post. The points detailed under “desirable requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Skills	Essential	Desirable	Advantage	MOA
Can demonstrate commitment to safeguarding children – putting their welfare, care and development first	❖			A/I
Experience in a day care setting		❖		A/I
Experience of working with young children	❖			A/I/C
Knowledge of key worker system and record keeping		❖		I
NNEB, Cache Diploma/NVQ Level 3 or equivalent	❖			A/C
First aid qualification		❖		A/C
Basic food hygiene certificate		❖		A/C
Child protection training		❖		A/I/C
Knowledge of EYFS	❖			A/I/C
Ability to plan for EYFS		❖		I
Knowledge of child development	❖			I
Ability to communicate well with adults and children	❖			I
To demonstrate the ability to work as part of a team and use own initiative	❖			I
Ability to write legibly and have good presentation skills	❖			A/I
Ability to manage own work load.		❖		I
Ability to supervise and coach students within the setting.		❖		I
Computer literate		❖		I
Good organisational skills		❖		I

Demonstrate creative ability		❖		I
Understanding of equal opportunities		❖		I
Awareness of Health & Safety and practical hygiene issues		❖		I
Awareness of up to date current legislation e.g. Every Child Matters		❖		I
Knowledge of Ofsted and their role in inspections and maintaining day care standards.		❖		I
Method of Assessment (MOA) A = Application form T = Test I = Interview C = Certificate		❖		



If you're passionate about quality childcare and have a natural enthusiasm and positive attitude, you've got the qualifications you need to join our team.

So why choose Daisy Chain:-

Award Winning Nursery

- Leeds Quality Assurance – We are one of the few nurseries in Leeds to achieve a gold award for this quality assurance scheme.
- We hold the Rotherham Quality in Action Accreditation.
- We have excellent OFSTED reports all our nurseries.
- We have awards for our Health & Safety practices.

Training and Development

- Bi-annual appraisals with a personal development plan.
- We actively promote training within the company and can offer progression into an Early Years recognised qualification.
- All staff receives basic training in the courses as recommended by Ofsted for Food Hygiene, Child Protection, First Aid and then EYFS training as mandatory.
- We are frequently used as a training base giving training on site.
- We have excellent links with local colleges and can arrange for training to be based locally.

Staff

- 4 weeks fully paid holiday including bank holidays.
- Incentive schemes including employee of the quarter.
- 100% attendance awarded with a bonus.
- Time back in lieu is given for hours worked extra i.e. quarterly staff meetings.
- Full induction training given.
- You will have a personal development plan that is linked to performance related pay, based on a sliding scale and reviewed annually.

We are a successful company which is continuing to expand and where possible we seek to promote from within. If you require any further information please see our website www.daisychainchildcare.com.