

# ZEEBA NURSERY



## Welcome to Zeeba Nurseries

*Zeeba Nurseries provide high quality childcare for babies, toddlers and pre-schoolers in a large, safe and stimulating environment. We practice a Christian ethos at Zeeba Nurseries and seek to promote respect for all, regardless of ethnic backgrounds.*

### **About Us:**

Our practitioners are selected very carefully, not only for their qualifications and experience but also for their love of children. We understand that continuity of care for the children is paramount and for that reason we are totally committed to promoting staff loyalty. Our friendly team is enthusiastic, highly motivated and very keen to support your child in all areas of learning and development. All members of our team are supported in developing their skills through continuous training.

### **Mission Statement:**

“Zeeba Nurseries are purposely designed pre-school nurseries providing *high quality childcare in a large, safe and stimulating environment*. The Nurseries also offer spacious, well equipped outdoor play areas providing further opportunities to promote your child's physical development. Our friendly teams are professionally trained, highly qualified and very experienced. They are enthusiastic, motivated and very keen to support children in all areas of their learning and development through exciting and stimulating experiences.”

### **Our Vision:**

Our primary goal is to ensure that we provide the highest quality childcare that is both accessible and affordable. Our nursery will differentiate itself by a passionate attention to detail in everything we do underpinned by our quality programme. Children will be *safe, loved and stimulated* in an efficient, well maintained and above all homely environment. We will promote a healthy understanding and respect for natural values in all aspects of the nursery. Above all, we want all children to leave our nursery with the confidence and skills to help them meet the challenges that lie ahead in the school system and beyond. We passionately believe this to be a joint effort between the nursery and parents and to that end we will promote the right environment for that partnership to succeed”.

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## APPLICATION for advertised VACANCY

Before completing this form, please carefully read the accompanying information:

**Complete using block letters**

Title: ..... First Names: .....

Surname: ..... Date of Birth: .....

Previous surname: ..... NI ..... number:  
.....

Home number: ..... Mobile ..... number:  
.....

Permanent Home Address: .....

Postcode: .....

E-mail address:

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Highest ..... Professional ..... qualification:  
.....

Relevant ..... professional ..... status/  
registration:.....

Registration ..... number:  
.....

Experience ..... in ..... the ..... education ..... sector ..... in ..... years:  
.....

Please note that the role that you applied for is a “regulated activity” and Zeeba will have to make an application for a criminal records disclosure for the Disclosure and Barring Service ( DBS) prior to the confirmation of any offer of employment.

Please tick to indicate that you understand and agree to this condition:

Are you related to any member of the share holders or employee of this organisation. If Yes, please give full details:

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## Educational Qualifications:

Please give details of Higher Education and equivalent courses:

Dates Attended		Name of School/ College/ Other institution	Qualifications obtained and Grade/ level
From (mm/yyyy)	To (mm/yyyy)		

Please give details of any other professional or vocational qualifications you hold that are relevant to your application

## Employment History

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

### Present employment:

Job title:

Employer:

Address:

Current salary:

Employed from:

Employed to/ Notice Required to give:

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Please give a brief description of current duties, responsibilities and achievements

**Past employment:**

**Job title:**

Employer:

Address:

Current salary:

Employed from:

Employed to

**Job title:**

Employer:

Address:

Current salary:

Employed from:

Employed to

If there is any gaps in your employment or education history please explain them here:

**References:**

Please supply the names and contact details of at least two references who can comment on your suitability for this position. One should be your **current or most recent** employer. (Note: If you re not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children.) References will not be accepted from relatives or persons who only knows you as a friend.

**Referee 1:**

Name and Surname:

Position:

In what capacity do you know the referee?

Name of organisation:

Address:

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Telephone number:

Email:

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**Referee 2:**

Name and Surname:

Position:

In what capacity do you know the referee?

Name of organisation:

Address:

Telephone number:

Email:

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Please note that we will contact the above references if you are shortlisted for this position and will seek reference before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subjected to. If you have any concerns about this please contact the Manager of Zeeba Wanstead on 0208 530 7045 to discuss the issues.

**Personal statement:**

Using the person specification that you have been sent with your application pack, please demonstrate –using examples- your suitability for the position you are applying. Please include your reasons for applying for and interest in your position.

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For persons who are not British or EU Nationals

If you have any conditions related to your employment please give full details:

## Personal Declarations:

The position for which you are applying involves contact with children and is exempt from the Rehabilitations of Offenders Act 1974 and all subsequent amendments ( England and Wales) For these positions you are not entitled to withhold information about police cautions, “ bind-overs” or any criminal convictions including any that would otherwise be considered “spent” under the Act.

Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the Manager of Zeeba Nursery. Please note that failure to declare information may lead to a disciplinary hearing or immediate dismissal.

Please circle yes or no against each bullet point:

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent enhanced DBS disclosure?	Yes/ No
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your employment at Zeeba Nursery?	Yes/ No
<p>Are you ‘Disqualified for Caring for Children’: (to include)</p> <ul style="list-style-type: none"> <li>● Have you committed any offences against a child?</li> <li>● Have you committed any offences against an adult (e.g. rape, murder, indecent assault, actual bodily harm etc.)?</li> <li>● Have you been barred from working with children (DBS)?</li> <li>● Are you living with someone who has been barred from working with children (DBS)?</li> <li>● Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006?</li> <li>● Have your own children been taken into care?</li> <li>● Have/are your own children the subject of a child protection order?</li> </ul>	<p>Yes/ No</p> <p>Yes/ No</p> <p>Yes/ No</p> <p>Yes/ No</p> <p>Yes/ No</p> <p>Yes/ No</p> <p>Yes/ No</p>
Has your name been placed on the DBS barring list?	Yes/ No
Do you have any medical conditions that could affect your ability to care for children?	Yes/ No
Are you taking any medication on a regular basis or any other substances that can affect your ability to care for/ work with children?	Yes/ No

If you have answered **YES** to any of the questions, please give details on a separate sheet and attach it to this form in a sealed envelope marked “ Confidential Disclosure”

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I understand my responsibility to safeguard children and am aware that I must notify my Manager of anything that may affect my suitability and that **failure to declare information may lead to a disciplinary or immediate dismissal.**

1. I will ensure I notify my employer of any convictions, cautions, court orders, reprimands or warnings I may receive.
2. I am aware that if I am taking medication on a regular basis I must notify my employer and must keep the medication in a safe place, out of reach of children.
3. I will ensure I notify my Manager if I experience any health concerns which could impact upon my ability to work with children.
4. I give permission for you to contact any previous settings, local authority staff, the police, **the DBS** or any medical professionals to share information about my suitability to care for children during my employment at Zeeba Nurseries.

Signed:.....  
.....

Date:

*All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview.*

## **HEALTH AND MEDICAL**

Medical Condition(s): .....

Related Medication(s): .....

Allergies: .....

Related Medication(s): .....

Any special dietary needs/ requirements (Please state): .....

## **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:

.....

I confirm that all of 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:

.....

I 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

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Signed: .....

Date:

.....

I 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:

.....

## Ethnic Origin

Which group do **you** identify with? Please tick one box. The options are listed alphabetically.

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Asian       | <input type="checkbox"/> Black  |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> African  |
| <input type="checkbox"/> Indian      | <input type="checkbox"/> Caribbean  |
| <input type="checkbox"/> Pakistani   | <input type="checkbox"/> Mixed Ethnic Background <input type="checkbox"/> |

Any Other Black Background (specify if you wish) \_\_\_\_\_

Any Other Asian Background (specify if you wish) \_\_\_\_\_

Mixed Ethnic Background

Chinese  Asian and White

Any Chinese Background( specify if you wish) \_\_\_\_\_

Black Caribbean and White  Black African and White

Any Other Mixed Ethnic Background  White Irish

White background  Any Other Ethnic Background



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FOR OFFICIAL USE

SHORTLIST/ DECLINE WITH REASON	
DATE OF INTERVIEW	
PANEL MEMBERS	
DATE OF TRIAL	
DECISION WITH REASON	
VACANCY	
RATE PER HOUR	
START DATE	