



Staff Application Form

Name:..... **Address**.....
Maiden Name.....
Date of Birth.....
Telephone number.....
Mobile number.....
Fax number..... **Nationality**.....
Religion..... **Nat. Insur. No.**.....

What kind of position are you looking for?

Maternity Nurse Sole Charge Nanny Mother=s Help Nursery Nurse
Nursery Manager Nursery Deputy Babysitting Live-in Live-out Either
Housekeeper Temporary Part-time Close to home Full-time
Marital Status: Married Single Divorced Common Law Engaged
Separated Widowed

Do you have any dependants?
If yes please state how many and ages.....

Father & Mother=s occupation.....
(Does anyone in your family work with children? If so please state who and where).

Ages of brothers/sisters.....

Do you have any allergies/disabilities/medical conditions? Yes No If yes, please give details

Do you smoke? Yes (Heavy/moderate/social) No

Do you accept you may not be able to smoke at work? Yes No

Do you like animals? Yes No Can you swim? Yes No

Driving Licence: Full (British) Provisional International Other

Do you have your own car? Yes No

Do you have a clean driving licence? Yes No If no, please give details.....

Any criminal convictions? Yes No Have you been police checked? Yes No

Do you have a first aid qualification? Yes No If no are you willing to do one? Yes No

State when you are able to start work.....Period of notice required.....

If temporary or part-time please state availability.....

State any pre-booked holidays?.....

Non E.C. members: Do you have a current work permit? Yes No Expiry date & No:.....

Job Description

Describe the job that you feel you are best suited explaining how you would use your time each day. (Use a separate sheet if you would like to give more information).

.....
.....
.....
.....

State the number of children you wish to care for?..... Are you flexible? Yes No

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

Do you have experience with: Newborns Toddlers Under 5's Under 7's Under 13's 13+

How long have you worked with children?.....

Do you speak a foreign language? Yes No If yes, please state how well and which language.....

How long do you wish to work for?.....

What salary do you require..... Gross Net per: week Monthly

Where do you wish to work? (State counties/areas preferred).....

Are you willing to carry out the following duties: Nursery duties Light Housework Housekeeping

Family Cooking Family Laundry Grocery Shopping Driving

Qualifications & Certificates with dates

Childcare/Nursing.....

Teaching.....

Other qualifications/certificates etc.....

Hobbies and Interests

.....
.....

Are you willing to have a police check? Yes No

Are you willing to have a medical check? Yes No

There will be a fee for the above.

A police check needs to be requested by the individual and an up to date copu supplied to Sunshine Nannies. You need to contact your local Police Headquarters and speak to the data protection officer.

Please enclose the following with your application



Copies of qualifications/certificates/references



Curriculum vitae



Two passport photographs of yourself



Names addresses/telephone numbers of a minimum of two referees

Employment History

Your present employer will not be contacted without your consent.

1. Present Position

Name of employer:.....

Address:.....

..... Tel No:

Date employed from: To:

Position held & duties:

Age and sex of children:

Reasons for leaving: Salary:.....

2. Previous Position

Name of employer:.....

Address:.....

..... Tel No:

Date employed from: To:

Position held & duties:

Age & sex of children:

Reasons for leaving: Salary:

3. Previous Position

Name of employer:

Address:.....

..... Tel No:

Date employed from: To:

Position held & duties:

Age and sex of children:

Reasons for leaving: Salary.....

4. Previous Position

Name of employer:

Address:

..... Tel No:

Date employed from: To:

Position held and duties:

Age and sex of children:

Reasons for leaving: Salary:

All APPLICANTS

To the best of my knowledge I believe that all the answers given to the questions on this form are to my knowledge true. I have read all the terms and conditions supplied to me by Sunshine nannies and agree to abide by them. I give my permission for Sunshine Nannies to check all of my references.

Signed: Date: