

**SAHELIYA  
APPLICATION FORM FOR EMPLOYMENT**

Reference No:

**Post Applied For:  
Childcare Manager  
Saheliya's Around the World Nursery**

**Closing Date:** Monday 1<sup>st</sup> July 2019 (10am)

**Interviews will be held on:  
Wednesday 3<sup>rd</sup> July 2019**

Full Name: -----

Home Address: -----  
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Telephone No: ----- Email Address: -----

(For our records, please say where you saw this job advertised -----)

<b>Reference No.</b>
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**Higher Education and Training** (University, Technical College, Evening Classes. Please give dates, where qualification obtained and qualification.)

**Other Education, Training or Volunteer Experience relevant to this post:**

**Employment History**

Present/Most recent employer -----

Address -----

Job Title -----

Date Started -----

Date left (if relevant) -----

Salary -----

Brief description of your duties:

**Employment History (continued)**

**EXPERIENCE AND SKILLS**

*The following two sections are particularly related to the Job Description and the Person Specification. Please refer to both when completing the sections:*

**Work Experience and Skills relevant to the Tasks in the Job Description and Person Specification:**

Reference No.
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**References:** Please give names and addresses of **two** referees, one of whom should be your present/most/recent employer. References will only be taken up for the successful applicant.

Name:-----

Name: -----

Address: -----

Address: -----

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Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to applicant

Relationship to applicant

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Are you currently involved with Saheliya Services: YES/NO

If you answered 'yes' please tick the appropriate box:

As a volunteer     As a service user

**Rehabilitation of Offenders Act**

Under the provision of the Act do you wish to bring to the attention of the interview panel any conviction, whether spent or unspent? (Please be aware that if your answer is 'yes', the panel will wish to discuss it in greater depth at interview.)

YES/NO

Details:

**Eligibility to Work in the UK**

Are you currently eligible to work in the UK: YES/ NO

Please note that evidence of this will be required if you are provisionally offered the post you are applying for.

**DISCLOSURE INFORMATION**

Due to the nature of the work expected of Saheliya's employees, we are required to request Disclosure Information through the protection of vulnerable groups scheme (PVG) from the Central Registered Body in Scotland of any candidate given a provisional offer of employment. A copy of Saheliya's Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information is included in this pack. PLEASE READ IT CAREFULLY then sign below.

I, .....(name) have read and understood Saheliya's Policy Document on Disclosure Information and I give my consent for Saheliya to obtain Disclosure Information about me, IF I AM PROVISIONALLY OFFERED THE POST I AM APPLYING FOR.

Signed ..... Date .....

I hereby apply for the post of: .....

Signed: ..... Date: .....

**Return completed application form, including any additional sheets required to give complete answers, to:**

**Recruitment  
Saheliya  
125 McDonald Road  
Edinburgh  
EH7 4NW**

**Email: [info@saheliya.co.uk](mailto:info@saheliya.co.uk)**

**Please do NOT include your CV, as this will be discarded prior to examination.**

**Thank you.**