

Grafton Childcare's Application & Medical Questionnaire Pack

Private & Confidential

PLEASE COMPLETE FULLY IN BLOCK CAPITALS,

BEFORE COMPLETING THE APPLICATION FORM, PLEASE READ THESE NOTES FULLY TO HELP YOU.

Guidance for Applicants

This application form is the first step in the recruitment process which may lead to an interview, a possible job offer and us commencing the procedures required to have you checked with the Disclosure and Barring Service often known as DBS checked. It is therefore essential to complete it to the best of your ability, as it forms the first impression of your application. This guidance may be of help in completing your application form.

1. If you have downloaded this application form, please note that it is a pdf file and not a Word file. You cannot complete this form on a pc, but must download it, then print it off and then fully complete it **yourself** by hand, please ensure it is completed legibly.
2. We recommend that you read the instructions overleaf fully carefully before starting.
3. It is important that you complete **all** sections of the application form which are relevant to you as clearly and fully as possible. Applicants who conceal or misrepresent relevant information at any stage will be disqualified from appointment or, if appointed, may be dismissed without notice.
4. Complete your application clearly in black ink so it can be photocopied for the selection panel. If there is insufficient space, please use blank handwritten A4 sheets as continuation sheets. Make sure that you mark them clearly with your name, and the position you have applied for.
5. Take your time to complete your application form as this will be the only information used to decide whether you will be selected for further consideration we do not consider information contained in CV's during the short listing process, to ensure that all applicants are treated equally.
6. The Job Description will give details of the experience, skills and abilities needed to carry out the duties required. Every application will be compared against the job description. When completing your application remember you must show clearly how your knowledge, skills and experience are relevant to the requirements of the post for which you have applied.
7. Section 40 is one of the most important parts of the form. You should cross reference your skills against the criteria listed in the job description. Each skill should be supported by evidence highlighting when you have demonstrated this skill. This can include interests outside of work, school or college. The short listing process will focus on this area. The Job Description will provide details of the purpose of the job, the level of responsibility, and the duties to be performed. This is an opportunity for you to see if the job is really the one for you.
8. Grafton Childcare's Application forms are used to ensure that information is presented in a standard format and that only information relevant to our own selection procedures, as well as those needed for the Disclosure and Barring Service Checks and Ofsted's Early Years Declaration and Consent application forms are provided. This ensures applicants are all treated fairly and equally. This information will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998.

Application Form Notes

1	Post applied for:	Please indicate clearly which position you have applied for, you will have been supplied with a job description use the name of the position printed on this to help guide you. Note: If you have applied for a position which indicates the need for a minimum qualification e.g. a Level 3 Nursery Nurse, then you must have a minimum of a Level 3 full and relevant qualification. If you only have a Level 2, then sadly you will not be able to apply for the position.
2	Preferred working arrangements:	Please indicate clearly your preferred working arrangements. Although the position you have applied for may not meet your current preferred arrangements, we are sometimes able to adapt roles for suitable applicants.
3-9	Title, Gender, Forename, Middle Names, Surname:	It is important that you provide your full name clearly including Forename, Middle Names, Surname and Former names as if you should be successful all names will need to be submitted on a DBS check and this will help to make the process quicker.
10-11	Telephone Numbers and Email Addresses:	Please supply at least one contact telephone number and email address so that we are able to contact you to potentially invite you for an interview and inform you of the outcome which is normally done via email.
12	Date of Birth:	Applications will only be accepted from persons who are 16 years of age or over.
13-16	Nationality, National Insurance Details etc:	If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. If you already have a work permit, when does it expire? Do you need a work permit to be employed in the UK. Please note that your current work permit may not be valid for this post. You must answer these questions fully and provide your National Insurance Number applications will not be accepted from persons without a valid National Insurance Number or Work Permit Number.
17-34	Address history:	Please supply your full current postal address, including your postcode and local authority in which you lived e.g. Teignbridge, Torbay etc. If you have not lived at your current address for at least five years, then you must also provide full details of your postal addresses covering the past five years including dates of from when you lived at each address if you should be successful all these details will need to be submitted on a DBS check and this will help to make the process quicker.
35	Education history:	Please give details of all of the educational qualifications and relevant short courses you have attended you have achieved with grades gained & dates. Applications will not be accepted if this is not fully completed, if you are invited for an interview certificates will be required as evidence and copies of certificates may be taken as part of the application process.
36	Employment history:	If you have any gaps or breaks in your employment history they must be fully explained for this application to be considered, please provide relevant details using a continuation sheet if necessary, CV's are not needed and if included will be disregarded. Gaps might include, breaks to care for siblings, children, vulnerable or elderly adults etc.
37-39	Holidays booked, School or College end dates, Notice Periods required:	Please provide exact dates of any booked holidays or if still attending school or college please give the exact date when you finish and will be available to commence employment, or indicate how much notice you are required to give your current employer.
40	Reasons for applying:	Please indicate your reasons for applying for the post, this is where you can really sell yourself.
41	References:	Please give the full details of three separate referees. One of whom MUST be your present or most recent employer if it involved working with children. You can use your school and college tutors if you have not yet worked with children before. Personal friends or relatives may NOT be used. This information may be shared with the DBS Service & or Ofsted when completing your DBS Checks and completing your EY2 Suitability Form with Ofsted if you are subsequently offered a position. All these details will be needed for your DBS check and this will help to make the process quicker.

42	Travel Plans:	As we have a duty of care towards our staff we would like to know how you plan to arrive at Grafton Childcare for a prompt start at 8 am each morning or travel home each evening after potentially working up till 6.00 pm or 7.30 pm when we have our half termly staff meetings.
43	How did you hear about the post:	Please indicate where you heard about this vacancy, it is useful to know which forms of advertising we use are the most successful.
44	Suitability and Disqualification:	The safeguarding of our children is our number one priority at all times, please read the full declaration on pages 8 and 9 very carefully this not only covers yourself but also any persons who live in your home over 16 years of age.
45	Suitability and Disqualification Declaration:	Please read the full declaration on pages 10 and 11 very carefully. By signing and dating this application form you are confirming that you agree to all the statements set out between 48 a, b, c, d, e, f, g, h, and i in the above Suitability and Disqualification Declaration .

V13 08/08/2016		Grafton Childcare's Application Form					
For Grafton Childcare Use Only		Private & Confidential, Please Complete Fully in BLOCK CAPITALS .					
Shortlisting Date:		Shortlisted Y/N		Date of Interview:			
Comments							
For Completion by the Applicant Only Please							
1	Post applied for:						
2	Preferred work arrangements:	Please Circle Answer	Full-time	Part-time	Term-time		
3	Title:	Please Circle Answer	Mr	Mrs	Miss	Ms	Other
4	Gender:	Please Circle Answer	Male		Female		
5	Forename:						
6	Middle Names:						
7	Current Surname:					Used from:	
8	Surname at Birth:					Used until:	
9	If you have previously been known by a different Forename or Surname to those entered above please give full details below including exact dates of when names were used until:						
10	Telephone Number:			Mobile Number:			
11	Email Address:						
12	Date of Birth:			National Insurance Number:			
13	County of Birth, as written on your Birth Certificate:			Town/City of Birth as written on your Birth Certificate:			
14	Nationality:			In Which Languages are you fluent:			
15	Do you need a work permit to be employed in the UK	Yes	Please Circle Answer	No	If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK you will require a work permit.		
16	If you already have a work permit, when does it expire? (Please note that your current permit may not be valid for this post)						

Private & Confidential, Please Complete Fully in **BLOCK CAPITALS**.**Addresses**

17	Have you live outside the UK at any point in the past five years?	Yes	Please Circle Answer	No
18	If you indicated yes please provide more details here:			
19	Current Full Postal Address including County and Postcode:			
20	Local Authority e.g. Teignbridge:			
21	Date I have lived here from			
22	Please provide any other addresses you have lived at in the past five years (in full, starting with the most recent) there must be no unaccounted dates.			
23	Second Full Postal Address including County and Postcode :			
24	Local Authority e.g. Teignbridge:			
25	Date I have lived here from			
26	Third Full Postal Address including County, Postcode and Local Authority if known:			
27	Local Authority e.g. Teignbridge:			
28	Date I have lived here from			
29	Fourth Full Postal Address including County and Postcode:			
30	Local Authority e.g. Teignbridge:			
31	Date I have lived here from			
32	Fifth Full Postal Address including County and Postcode:			
33	Local Authority e.g. Teignbridge:			
34	Date I have lived here from			

Private & Confidential, Please Complete Fully in **BLOCK CAPITALS**.

37	Do you have any holidays book in the next 12 months?	Yes	Please Circle Answer	No	Please give exact dates of any booked holidays here...
38	Are you currently still at School or College?	Yes	Please Circle Answer	No	Please give exact date of when your finish & will be available.
39	Are you currently Employed?	Yes	Please Circle Answer	No	If yes please indicate how much notice you are required to give your current employer.

40 Please indicate your reasons for applying for the post. You are also invited here to give any additional information which you wish to have taken into account in support of your application, and to list hobbies, spare time activities, interests, membership of voluntary organisations etc. You should cross reference your skills against the criteria listed on the job description. Each skill should be supported by evidence highlighting when you have demonstrated this skill. This can include interests outside of work, school and college.

Please use a continuation sheet if necessary.

Page 7 of 10		Grafton Childcare's Application Form					
		Private & Confidential, Please Complete Fully in BLOCK CAPITALS .					
41	References						
<p>Please give the full names, postal addresses, postcodes and telephone numbers of three separate referees. One of whom MUST be your present or most recent employer if it involved working with children. You can use your school and college tutors if you have not yet worked with children. Personal friends or relatives may NOT be used. This information may be shared with the DBS Service & or Ofsted when completing your DBS Checks and completing your EY2 Suitability Form with Ofsted if you are subsequently offered a position.</p>							
1		2		3			
Please provide work addresses not home		Please provide work addresses not home		Please provide work addresses not home			
How does this person know you?		How does this person know you?		How does this person know you?			
How long has this person known you? It must be for longer than 12 months.		How long has this person known you? It must be for longer than 12 months.		How long has this person known you? It must be for longer than 12 months.			
Years	Months	Years	Months	Years	Months	Years	Months
42	Travel Plans						
<p>How would you plan to arrive at Grafton Childcare for a prompt start at 8 am each morning or travel home each evening after potentially working up till 6.00 pm or 7.30 pm when we have our half termly staff meetings.</p>							
	Do you have your own transport?	Yes	Please Circle Answer	No	Please provide details		
	Do you intend to walk to and from Grafton Childcare?	Yes	Please Circle Answer	No	Please provide details		
	Do you intend to use public transport?	Yes	Please Circle Answer	No	Please provide details		
43	How did you hear about the post?						
44	Suitability and Disqualification						
Do any of the circumstances listed below apply to you?					Yes	Please Circle Answer	No
<p>Have you, or a person who lives with you been:</p> <ul style="list-style-type: none"> • Convicted or charged with an offence against a child • Convicted or charged with certain offences against an adult (for example murder, kidnapping, rape, indecent assault, assault occasioning actual bodily harm) • Placed on the Protection of Children Act (POCA) list of persons considered unsuitable to work with children. • Placed on the Department for Education and Skills (DfES) List 99 of people who are not considered to be fit and proper persons to work with children • Made the subject of a disqualifying order • Refused registration previously or have had a registration cancelled by OFSTED. 							

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	Private & Confidential, Please Complete Fully in BLOCK CAPITALS .		
If you have answered "Yes" please specify which circumstances apply:			
Do you have any unspent convictions, cautions, reprimands or warnings?		Yes	No
		Please Circle Answer	
If you have answered 'Yes' , please complete the table below.			
Date of Offence			
Details of Offence			
Date of Offence			
Details of Offence			
Are you aware of any other circumstances that might affect your suitability to work or be in regular contact with children		Yes	No
		Please Circle Answer	
If you have answered "Yes" please give details below			
Have you ever been involved with social services or children and young peoples services in respect of your own children?		Yes	No
		Please Circle Answer	
If you have answered "Yes" please give details below			
Have you previously been registered with or are you still registered with the Office for Standards in Education, Children's Services and Skills (Ofsted) in England, The Care Inspectorate in Scotland or the Care and Social Services Inspectorate Wales (CSSIW) in Wales for example as a Registered Childminder?		Yes	No
		Please Circle Answer	
If you have answered "Yes" please give details below including your Registration Number.			
Have you previously been registered or cleared to work with children and or vulnerable people by any MoD accredited organisations in the last five years?		Yes	No
		Please Circle Answer	
If you have answered "Yes" please give details below			
Have you lived or worked on a military base in England in the last five years?		Yes	No
		Please Circle Answer	
If you have answered "Yes" please give details below			

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	Private & Confidential, Please Complete Fully in BLOCK CAPITALS .		
Have you lived or worked on a military base elsewhere in the UK or in an overseas command in the last five years?	Yes	Please Circle Answer	No
If you have answered "Yes" please give details below			
45	Suitability and Disqualification Declaration		
a	<p>I declare that I have no unspent convictions, cautions, reprimands or warnings;</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974, however amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Full guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. For those 18 or over at the time of an offence: An adult conviction will be removed from a DBS certificate if, 11 years have elapsed since the date of conviction; and it is the person's only offence, and it did not result in a custodial sentence. Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate. If a person has more than one offence, then details of all their convictions will always be included. An adult caution will be removed after 6 years have elapsed since the date of the caution - and if it does not appear on the list of offences relevant to safeguarding.</p> <p>For those under 18 at the time of the offence: The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years. The same rules apply.)</p>		
b	I declare that no person/s who live at my home address who are aged 16 years or over have any unspent convictions, cautions, reprimands or warnings the declaration of this information is exempt from the Rehabilitation of Offenders Act 1974, see note in declaration b above.		
c	<p>I acknowledge that an appointment if offered will be subject to the results of a Disclosure and Barring Service Check and an Ofsted Early Years (EY2) Declaration & Consent Form being satisfactorily completed and submitted to the Disclosure and Barring Service and Ofsted.</p> <p>I understand that only once all checks have been completed will Ofsted issue myself and Grafton Childcare with a letter confirming my suitability to work with children. I understand that this is in addition to my supplying Grafton Childcare with a satisfactory DBS Certificate and evidence that I have signed up to the DBS Update Service and Grafton Childcare gaining suitable written references.</p>		
d	I acknowledge that upon appointment that I will be required to sign up to The Disclosure and Barring Service, Update Service and that I must maintain my annual membership of the DBS Update Service during my employment or face termination of my employment.		
e	I consent to Grafton Childcare, The Disclosure and Barring Service and Ofsted using the information provided from any checks and this application form. I understand that Grafton Childcare, The Disclosure and Barring Service and Ofsted may share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.		

Page 10 of 10	Grafton Childcare's Application Form		
	Private & Confidential, Please Complete Fully in BLOCK CAPITALS .		
f	I declare that the form has been completed in my own hand and understand that on appointment any misleading statements or deliberate omissions will be sufficient grounds for terminating my employment.		
g	I declare that the information given on this application form is true to the best of my knowledge and belief.		
h	I consent to Grafton Childcare and Ofsted rechecking my status with the DBS Update Service on a regular basis in order to assess my continued suitability to work with or be in close contact with children.		
By signing and dating this application form I confirm that I agree to all the statements set out between 45 a, b, c, d, e, f, g, and h in the above Suitability and Disqualification Declaration .			
Signature:		Date:	
Full Name of Applicant (BLOCK CAPITALS):			

The Equality Act 2010 - After the Selection and Interview Process

Once Grafton Childcare has decided that a job applicant meets the requirements for work, Grafton Childcare may make the applicant a job offer, or place the applicant in a pool of successful applicants to be offered jobs as vacancies arise.

At this point, Grafton Childcare is allowed to make the offer conditional upon the successful applicant meeting the employer's health and safeguarding requirements. The Equality Act 2010 allows Grafton Childcare to only then ask any questions relating to health or disability. Grafton Childcare is then, for example, permitted to ask questions to determine whether a successful applicant would be eligible for job-related benefits, or would need reasonable adjustments to enable them to do the job.

The Medical Questionnaire Guidance Notes at the back of this application pack will be provided to successful candidates along with the Medical Questionnaire. The notes outline Grafton Childcare's Health Policy and reinforce the company's Equal Opportunities Policy. They also provide information on how to complete the Medical Questionnaire including reference to contacting the candidate's GP and the GP's report, if this is deemed required by Ofsted.

Grafton Childcare's Medical Questionnaires are used to ensure that information is presented in a standard format and that only information relevant to our own Health checks as well as information needed for the Disclosure and Barring Service Checks and Ofsted's Early Years declaration and consent application forms are provided. This ensures applicants are all treated fairly and equally. It is therefore essential to complete it fully to the best of your ability as it will help to make the DBS Checks and EY2 Application Process move along more quickly, which in turn will speed up the time it may take for Ofsted to issue the applicant and Grafton Childcare with a letter confirming their suitability to work with children.

An appointment if offered will be subject to the results of a Disclosure and Barring Service Check and an Ofsted Early Years (EY2) Declaration & Consent Form being satisfactorily completed and submitted to the Disclosure and Barring Service and Ofsted. Only once all checks have been completed will Ofsted issue the applicant and Grafton Childcare with a letter confirming their suitability to work with children. This is in addition to the applicant supplying Grafton Childcare with a satisfactory DBS Certificate and evidence that they have signed up to the DBS Update Service and Grafton Childcare gaining suitable written references.

Grafton Childcare is in full compliance with the Equality Act 2010 and the Data Protection Act, and is mindful of the confidential nature of the information in any completed Medical Questionnaire. This information will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998.

ONLY SUCCESSFUL CANDIDATES WILL BE ASKED TO COMPLETE THIS FORM

Health Policy

- Our health standard requires you to show that you can give regular and effective service. In order to do this, we ask you to provide details of your health.
- Do not be concerned if you find yourself answering 'Yes' to a lot of questions. This is quite normal and does not mean that you are unfit for the job.
- We will contact you if we need further details and, if necessary, ask for a report from your General Practitioner (GP).
- The health of each candidate is considered individually and no decision to reject a candidate is made without referral to a medical advisor.
- We are an equal opportunities employer. We recruit, provide training and promote staff on the basis of ability not perceived disability. All employees and applicants are treated equally irrespective of race, sex, sexual orientation, gender reassignment, religion, disability, age, marital status or ethnic origin, in accordance with the Equality Act 2010.
- Any information given on your medical history on any disability will assist us in assessing whether reasonable adjustments can be made.

Completion of Questionnaire, only successful candidates will be asked to complete this form.

- A copy of the completed questionnaire should be sent/taken (assuming permission has been granted per the Declaration Section of the Medical Questionnaire) to your GP for confirmation together with the General Practitioner's Comment's form if Ofsted request further information.
- Once the General Practitioner's Comment's form has been signed by the GP please send it to the Manager.
- If you do not wish to know the outcome of that assessment you can ask for it to be withheld unless you subsequently decide to appeal against the decision.

Retirement

- The information given on this form and at subsequent medical examinations will also be used to form an opinion of whether you are at risk of early ill-health retirement.

Declaration

- This section must be signed by the applicant. It is a declaration of the validity of the information in the application, and confirms that misleading information would be sufficient grounds for termination of employment.

Data Protection and Confidentiality

- Personal Information given by you in this questionnaire will not be passed on nor used for any purpose outside that of assessing your health and medical status, subject to the following exceptions:
 - Where you give express consent to disclose the information or data;
 - Where a member of our staff would be liable in civil or criminal court procedure if the information were not disclosed; or
 - Where a member of our staff believes that you are in serious danger.
- If any of these circumstances arise, you will be advised by us wherever possible.
- Under the Data Protection Act you will have a right to access any medical notes which we keep on you, unless those notes refer to a third party in which case you will have the right to qualified access to those notes.

ONLY SUCCESSFUL CANDIDATES WILL BE ASKED TO COMPLETE THIS FORM

Strictly Private & Confidential, Please Complete Fully in **BLOCK CAPITALS**.

Before completing this form, please read the accompanying guidance notes. Please write clearly in black ink or type.

1 Post applied for:

2 Personal Details (USE BLOCK CAPITALS PLEASE)

Surname:

Initials:

Address:

Postcode:

Telephone Number:

Mobile Number:

Height (metres)

Weight (kgs)

3 General Practitioner's Details

Name:

Telephone Number:

Address:

Postcode:

4 Equality Act 2010

Do you have a disability which may affect your ability to undertake the role of a Level Three Nursery Nurse or which requires special arrangements?

Yes

Please
Circle
Answer

No

The Equality Act 2010 defines a person with a disability as "A physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities."

If yes, what facilities/adjustments/equipment might enable you to perform the role?

ONLY SUCCESSFUL CANDIDATES WILL BE ASKED TO COMPLETE THIS FORM

Strictly Private & Confidential, Please Complete Fully in **BLOCK CAPITALS**.

5 Medical Conditions:

Have you ever Had any of the following?					If answered 'yes' please give details
a	Epilepsy, fits, blackouts, fainting turns or unexplained loss of consciousness?	Yes	Please Circle Answer	No	
b	Vertigo, dizziness, giddiness, problems with balance?	Yes	Please Circle Answer	No	
c	Recurrent headache or migraine?	Yes	Please Circle Answer	No	
d	Diseases of the nervous system e.g. neuritis, stroke, multiple sclerosis?	Yes	Please Circle Answer	No	
e	Chest pain, angina, heart disease or breathlessness?	Yes	Please Circle Answer	No	
f	Any visual defect e.g. scotoma, blindness in one eye, reduced visual field, blurred vision, coloured blind ?	Yes	Please Circle Answer	No	
g	Raised or low blood pressure?	Yes	Please Circle Answer	No	
h	Any blood disorder?	Yes	Please Circle Answer	No	
i	Asthma, bronchitis, emphysema, pneumonia or any other lung disease?	Yes	Please Circle Answer	No	
j	Jaundice or any form of hepatitis or other liver problem?	Yes	Please Circle Answer	No	
k	Any kidney or bladder conditions?	Yes	Please Circle Answer	No	
l	Arthritis, gout, chondromalacia patellae or rheumatism?	Yes	Please Circle Answer	No	

ONLY SUCCESSFUL CANDIDATES WILL BE ASKED TO COMPLETE THIS FORM

Strictly Private & Confidential, Please Complete Fully in **BLOCK CAPITALS**.

5 Medical Conditions Continued:					
Have you ever Had any of the following?					If answered 'yes' please give details
m	Any metabolic disorder including diabetes, thyroid and adrenal gland disease?	Yes	Please Circle Answer	No	
n	Psoriasis, eczema, allergic skin rash or other skin disorder?	Yes	Please Circle Answer	No	
o	Any infectious diseases?	Yes	Please Circle Answer	No	
P	Anxiety/depression, mental breakdown or stress related problems?	Yes	Please Circle Answer	No	
q	Substance misuse (e.g. drugs, steroids)?	Yes	Please Circle Answer	No	
r	Any allergies including hayfever?	Yes	Please Circle Answer	No	
s	Any malignancies or cancers?	Yes	Please Circle Answer	No	
t	Any operations or surgical procedures?	Yes	Please Circle Answer	No	
u	Ear or hearing problems?	Yes	Please Circle Answer	No	
v	Any other medical condition?	Yes	Please Circle Answer	No	
w	Have you ever consulted an orthopaedic surgeon, chiropractor, osteopath or physiotherapist?	Yes	Please Circle Answer	No	

ONLY SUCCESSFUL CANDIDATES WILL BE ASKED TO COMPLETE THIS FORM

Strictly Private & Confidential, Please Complete Fully in **BLOCK CAPITALS**.

x	Current treatment. Are you currently attending a hospital/GP for treatment or waiting for an appointment?	Yes	Please Circle Answer	No	
6	Past Medical History				
	Have you ever failed a medical examination (or had special conditions imposed) for any employment reasons or life assurance? If YES, please provide details.	Yes	Please Circle Answer	No	
	Have you previously been notified that you would not be eligible for ill health benefits? If YES, please provide details.	Yes	Please Circle Answer	No	
	Have you ever left a job or had to be medically retired due to ill health? If YES, please provide details.	Yes	Please Circle Answer	No	
	Has any previous occupation caused you health problems? If YES, please provide details.	Yes	Please Circle Answer	No	
	Are you in receipt of a medical pension or other disability benefit? If YES, please provide details.	Yes	Please Circle Answer	No	

ONLY SUCCESSFUL CANDIDATES WILL BE ASKED TO COMPLETE THIS FORM

Strictly Private & Confidential, Please Complete Fully in **BLOCK CAPITALS**.

7 Sickness Absence:

Please list how many days you have been absent from work, school or college etc in the last three years due to sickness. For each absence please also indicate the dates and the reason.

Numer of days absence	Dates of absence (dd/mm/yy)	Reason (please state if related to a disability)

8 Alcohol History:

How much alcohol on average do you consume over a seven day period? Units per week 1 unit = 1/2 pint beer = 1 glass of wine = 1 measure of spirits

9 Declaration:

I declare that the information given in this questionnaire is true and complete. I understand that any misleading information or any omissions will be sufficient grounds for termination of my employment.

I will notify you immediately if any of my answers change on my completed questionnaire.

I do/do not give permission to my General Practitioner to disclose relevant information to the Manager of Grafton Childcare in accordance with the Access to Medical Records Act 1988.

I do/do not wish to see my General Practitioner's comments before the questionnaire is returned to the Manager of Grafton Childcare, 24 Torquay Road, Newton Abbot, TQ12 1AJ.

I do/do not want to know if I am at risk of early ill-health retirement.

Name:

Signature of Applicant:

Date:

Grafton Childcare's Medical Questionnaires are used to ensure that information is presented in a standard format and that only information relevant to our own procedures, as well as those needed for the Disclosure and Barring Service Checks and Ofsted's Early Years Declaration and Consent application forms are provided. This ensures applicants are all treated fairly and equally. This information will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998.