

Application Form

Position applied for

Where did you hear about this vacancy?

Have you previously worked for Early Years Childcare? Yes / No

If 'Yes' please supply details

Personal Details

Title

Surname

First Name

Previous Name (if applicable)

Nationality

National Insurance Number

Date of Birth

Do you have the right to take up employment in the UK? Yes / No You will be required to produce documentation to support this prior to employment.

Address

Postcode

Home Tel No. (including STD code)

Mobile

Email

Work

May we contact you at work? Yes / No

References

Please supply the names of two referees, one of which must be your current or last employer (for students this should be your college). Referees must not be family or friends.

Name

Position/relationship to you

Address

Tel No.

Fax No.

Email

May we approach this referee prior to interview? Yes / No

Name

Position/relationship to you

Address

Tel No.

Fax No.

Email

May we approach this referee prior to interview? Yes / No

Education

Establishment Name	Date		Examination Taken	Results/Grade
	From	To		

Training

e.g. Job related qualifications/membership of professional bodies/relevant in-house courses.

Course Title/Professional Body	Date achieved	Grade/Level (if applicable)

Employment History

Current or most recent employment

Name of Employer	Position Held
Salary	Notice Period
Start Date	Leaving Date (if applicable)

Reason for leaving/wishing to leave

Brief description of current duties

Other Employment

(Please indicate reasons for any substantial gaps in employment e.g. full time study)

Name of Employer	Position held & brief description of duties	Date		Reason for leaving	Salary
		From	To		

Supplementary Information

Please answer the following questions in respect of your application and provide examples wherever relevant.

Why are you interested in working in childcare?

Have you any experience that is relevant to this position (e.g. babysitting, nursery placements)?

Have you any skills/abilities which may be relevant to this position (e.g. first aid, art, languages)?

Could you provide us with an example which demonstrates your ability and commitment to study towards an NVQ in childcare?

Any other information which you believe is relevant to your application

Medical History

Total number of days sickness absence in the last 12 months

Reasons for absence

Sickness absence may be discussed at interview. Successful candidates may be required to provide a letter from their GP indicating their fitness for work.

Criminal Convictions

Because of the nature of the work, this employment is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order. Applicants are not, therefore, entitled to withhold details of any criminal convictions which for other purposes might be considered "spent". **Checks will be made against police records** in respect of those applicants selected for appointment, in accordance with Home Office Joint Circular 86/44. Information given will be kept confidential and will only be used in relation to the application for the job.

Have you ever had any convictions or police cautions including spent convictions?

Yes / No

If 'Yes', please give details on a separate sheet of paper (attached in a sealed envelope if preferred).

Monitoring Information

Early Years Childcare is committed to equal opportunities and will assess applications for employment on merit and suitability alone. The information provided below is used to monitor the effectiveness of this policy and for no other purpose.

Gender Male Female

Racial Group

White/European Pakistani Black Caribbean Black African Indian

Bangladeshi Other Asian Chinese Other ethnic group

Disability Disabled Non-Registered Disabled Registered

If you are disabled, please provide details of any special arrangements you would require to attend an interview

Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any false statement may result in my application being disqualified and if appointed could lead to dismissal. I understand that a Criminal Records Bureau check will be carried out.

I hereby give my consent to the Company to process the data supplied on this application form for the purpose of recruitment and selection.

Signature

Date