



**EARLY YEARS**  
CHILD CARE

**Application Form**



# Application Form

Early Years Childcare is an Equal Opportunities employer, we select staff solely on merit, irrespective of race, sex, sexual orientation, disability, age, religion or belief. To enable us to assess whether this aim is being met it would be helpful if you could also complete the enclosed monitoring form. This will be separated from your application upon receipt, is private and confidential and will not be used to assess your suitability for interview.

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

NI Number

First Name

Surname

Previous Name (if applicable)

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 and address of Employer	Position Held
	Start Date
	Current Salary
Reason for leaving/wishing to leave	Notice Period
	Leaving Date (if applicable)

Brief description of current duties

May we approach your current employer prior to interview? Yes / No

### Other Employment

Please provide a complete employment history, indicating reasons for any substantial gaps in employment (e.g. full time study)  
Please use a continuation sheet if necessary.

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.

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Why are you interested in working in childcare?

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What experience do you have that is relevant to this position (e.g. babysitting, nursery placements)?

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

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Please provide us with an example which demonstrates your ability and commitment to study towards an NVQ in childcare (e.g. Methods you could use to ensure NVQ course work is completed on time.)

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Any other information which you believe is relevant to your application

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## Medical History

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

Total numbers of days sickness absence in the last 12 months

Reasons for absence

## Criminal Convictions

Due to the nature of the work, this employment is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order. As a result applicants must disclose details of any criminal convictions, cautions, reprimands or warnings which for other purposes may be considered as 'spent'. An enhanced Criminal Records Bureau (CRB) check will be carried out in respect of applicants selected for appointment, in accordance with Home Office Joint Circular 86/44. Information received will be kept confidential and only used in relation to the application for the job. Please note that an enhanced CRB check will contain details of any conviction, caution, warning or reprimand by the police irrespective of age or type of offence.

Have you ever had any criminal convictions, including spent convictions? Yes/No

Have you ever had any police warnings, cautions or reprimands, including those considered as spent? Yes/No

If yes please give details on a separate sheet of paper attached in a sealed envelope if preferred)

## Independent Safeguarding Authority Registration

Unless otherwise stated, all positions within Early Years Childcare will require you to be registered with the ISA (Independent Safeguarding Authority). This is to ensure that all employees of the Company have been vetted appropriately in order for us to safeguard the children in our care. You may not be able to commence employment unless you hold this registration.

ISA Registration number:

If you do not hold ISA registration have you applied for it? Yes/No (if yes please state when)

Have you ever been refused ISA registration? Yes/No

(if Yes please provide details on a separate sheet attached in a sealed envelope if preferred)

## Data Protection Declaration

The information you provide in this application form will only be used for the purpose of assessing your suitability for employment and human resources management purposes. Information will only be used and stored in line with the Data Protection Act 1998 and the CRB Code of Practice.

I understand the information above and hereby

- Declare that the information provided in this application form and monitoring form is correct to the best of my knowledge and belief. I understand that any false statements on this form may justify withdrawal of an offer of appointment or my dismissal from the Company's service.
- Agree that the information I give the Company in connection with this application for employment may be stored and processed for the purposes stated above.
- Agree for the Company to ask my previous employers questions regarding my sickness and disciplinary record and give my consent for my previous employers to disclose this information.
- Understand that canvassing of interview panel members, directly or indirectly in connection with any appointment may disqualify me.

SIGNED ..... DATE.....

AF NVQ 3/10

**For Office Use Only:**

Interview Date:

Shortlisted for Interview Yes / No

Interviewers: