**CENTRAL PRE-SCHOOL JOB APPLICATION FORM**

|  |  |
| --- | --- |
| Position apply for: | Qualified Early Years Educator  (NVQ Level 3 or above) |
| Closing date: |  |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | | |
| Surname |  | | |
| Address:  Postcode: | | | |
| Home Tel No. |  | Mobile No. |  |
| Email Address |  | | |

|  |  |
| --- | --- |
| How did you find out about this vacancy?  *(Please give the name of the website, newspaper etc.)* |  |

|  |  |
| --- | --- |
| Have you previously applied for a position at Central Pre-school/Central@RLK? |  |
| Have you previously been interviewed for a position at Central Pre-school/Central@RLK? |  |
| Have you previously worked for Central Pre-school/Central@RLK? |  |

|  |  |
| --- | --- |
| National Insurance Number |  |

**REFERENCES**

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be your line manager at your current/last employer. Please do not use two people from the same employer, relatives, partners or friends as referees.

|  |  |
| --- | --- |
| Name |  |
| Position Held |  |
| Relationship |  |
| Organisation Name |  |
| Organisation Address |  |
| Telephone Number |  |
| Email Address |  |

|  |  |  |
| --- | --- | --- |
| May we contact the referee before interview? | Yes | No |

|  |  |
| --- | --- |
| Name |  |
| Position Held |  |
| Relationship |  |
| Organisation Name |  |
| Organisation Address |  |
| Telephone Number |  |
| Email Address |  |

|  |  |  |
| --- | --- | --- |
| May we contact the referee before interview? | Yes | No |

**RECRUITMENT MONITORING**

Central Pre-school is fully committed equal opportunities in employment. Central Pre-school’s equal opportunity policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital/parental status, disability, colour, religion, race, nationality, ethnic or national origin, age or sexual orientation.

Central Pre-school believes that this policy will ensure that the talents and resources of its employees will be utilised to the full. In order to monitor the progress of our recruitment and selection practices, please complete the details on this sheet.

|  |  |
| --- | --- |
| Position(s) Applied For |  |
| Full Name |  |
| Date of Birth |  |
| Age |  |

|  |
| --- |
| If you are invited to attend an interview or take up employment and require special arrangements please give details below: |

**DISABILITY**

A person is disabled if, as defined in the Equality act (2010), they have “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”

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to have a disability? | Yes | No |

**GENDER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Female |  | Male |  | Other |  |

**ETHNIC ORIGIN**

I would describe my race or ethnic origin as:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **White** | | **Black** | | **Asian** | |
| White British |  | Black British |  | Bangladeshi |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White Irish |  | Black African |  | Pakistani |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White other |  | Black Caribbean |  | Indian |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Black other |  | Asian other |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chinese** | | **Mixed** |  | |
| Chinese |  | White and Black Caribbean | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Chinese other |  | White and Black African |  |

|  |  |  |
| --- | --- | --- |
|  | White and Black Asian |  |

|  |
| --- |
| Other (please specify): |

**DECLARATION**

The job for which you are applying involves substantial access to children and is therefore exempt from the Rehabilitation of Offenders’ act 1974. As part of the application for this position, you are required to declare any convictions or cautions you may have, even if they would otherwise be regarded as ‘spent’ under this act. The information you give will be treated in confidence and will only be taken into account in relation to an application where this exemption applies.

The disclosure of a criminal record will not debar you from appointment, unless Central Pre-school considers that the conviction renders you unsuitable for employment. In making this decision we will consider the nature of the offense, how long ago it occurred and what age you were when it was committed and any other factor which may be relevant. Failure to declare a conviction may however disqualify you from employment.

|  |  |  |
| --- | --- | --- |
| Have you received a written warning or been subject to a disciplinary procedure?  Have you ever been convicted, cautioned or reprimanded for a criminal offence? | Yes  Yes | No  No |
| Are you, or anyone you live with, on either of the 2 lists banning you from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)? | Yes | No |

|  |
| --- |
| If you answered yes to any of the above three questions, please give further details and dates below: |

|  |  |  |
| --- | --- | --- |
| Do you need a work permit to work in the UK? | Yes | No |
| |  | | --- | | If yes, please specify the terms of this permit/visa and expiry date. | | | |

I give my consent for Central Pre-school/Central @ RLK to hold the data in the equal opportunities section of this form in their database and manual file.

|  |  |
| --- | --- |
| Signature of Applicant |  |
| Date: |  |

**QUALIFICATIONS**

**STUDY CURRENTLY BEING UNDERTAKEN**

|  |  |  |
| --- | --- | --- |
| Secondary Schools, Colleges, Universities | From | To |
|  |  |  |
| Brief details of course and qualifications taken | | Grade |
|  | |  |

**QUALIFICATIONS ACHIEVED** *(Starting with the most recent)*

|  |  |  |
| --- | --- | --- |
| Secondary Schools, Colleges, Universities | From | To |
|  |  |  |
| Brief details of course and qualifications taken | | Grade |
|  | |  |

|  |  |  |
| --- | --- | --- |
| Secondary Schools, Colleges, Universities | From | To |
|  |  |  |
| Brief details of course and qualifications taken | | Grade |
|  | |  |

|  |  |  |
| --- | --- | --- |
| Secondary Schools, Colleges, Universities | From | To |
|  |  |  |
| Brief details of course and qualifications taken | | Grade |
|  | |  |

|  |
| --- |
| Professional or other qualifications, apprenticeships, memberships of professional organisations: |
| Other training you have received or skills which you consider relevant *(i.e. playing an instrument, languages spoken, computer experience, first aid etc.)*: |

|  |  |  |
| --- | --- | --- |
| Do you hold a full clean driving license? | Yes | No |
| Do you have access to a vehicle? | Yes | No |
| Do you have access to public transport? | Yes | No |
| Do you have any relationship (i.e. family, friends)  with anyone working for the provision? | Yes | No |

**EMPLOYMENT HISTORY**

**CURRENT/MOST RECENT EMPLOYER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer: | | |  | |
| Address: | | | | |
| Position Held: |  | | | |
| Main duties: | | | | |
| Start Date: | | | | Leave Date: |
| Reason for leaving: | |  | | |
| Notice required to give: | |  | | |

**OTHER EMPLOYMENT/CAREER HISTORY** (starting with the most recent):

*Please give your full employment histor*y; *accounting for any gaps (continue on a separate sheet of paper if necessary) as this post involves working with children).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer: | | |  | |
| Address: | | | | |
| Position Held: |  | | | |
| Main duties: | | | | |
| Start Date: | | | | Leave Date: |
| Reason for leaving: | |  | | |
| Notice required to give: | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer: | | |  | |
| Address: | | | | |
| Position Held: |  | | | |
| Main duties: | | | | |
| Start Date: | | | | Leave Date: |
| Reason for leaving: | |  | | |
| Notice required to give: | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer: | | |  | |
| Address: | | | | |
| Position Held: |  | | | |
| Main duties: | | | | |
| Start Date: | | | | Leave Date: |
| Reason for leaving: | |  | | |
| Notice required to give: | |  | | |

|  |
| --- |
| Please use this space to detail any gaps in your employment history: |

|  |
| --- |
| Please give details of other interests, including involvement in voluntary organisations, which you consider relevant: |

**WORKING IN CHILDCARE**

*Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criteria detailed on the person specification and provide examples of how you meet these.*

*If you need to continue beyond this page of the form, please use A4 sized white paper.*

|  |
| --- |
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| --- |
| What interests you most about working with children: |
| What strengths do you feel you will bring to Central Pre-school/Central@RLK: |
| What attracted you to apply for this position: |

|  |  |  |
| --- | --- | --- |
| **Are there any days or hours that you are unavailable to work?** | Yes | No |

If yes, please provide details here:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |

**INTERVIEW REQUIREMENTS**

|  |
| --- |
| Please specify if you require any special arrangements to be made at the interview, eg. Sign Language, wheelchair access? |

ANY OTHER INFORMATION YOU WOULD LIKE TO PROVIDE:

|  |
| --- |
|  |

**DECLARATION**

*Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or withdrawal of any offer of employment.*

*I declare that the information given on this is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employm*ent.

*I understand that the provider may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the provision.*

*I confirm that I have completed the Employee Disclosure and Barring Declaration and Consent Form.*

*I understand that if I am successful in securing an interview, I will be asked to provide proof of your eligibility to work in the UK along with copies of qualifications, relevant to the post, to which I am applying.*

|  |  |
| --- | --- |
| Signature of applicant: |  |
| Date: |  |

**Please return this application form by email to** [**staff.crlk@hotmail.com**](mailto:staff.crlk@hotmail.com) **or send a printed version in an envelope marked CONFIDENTIAL’.**

**Management Team - ‘Job Applications’, Central@RLK**

**Former Robert Le Kyng Children’s Centre Building, Westcott Street, Swindon,**

**SN1 5HS**