

Application Form



Post applied for **[insert job title here]**

Where did you hear about this Job?

Personal details *(please complete by hand in block capitals)*

Title: Full name:	
Any Previous Names:	Daytime contact number:
Address:	Evening telephone number:
	Email:
Postcode:	
National insurance number:	
Notice period, or date when you would be available to start work:	

Education, training and development

Please give details of your education and training, starting with the most recent. Include any formal qualifications or certificates you may hold. Please attach copies with your application.

Start / end date	University, college, school or training establishment (Name and Location)	Qualification or course details	Grade

Employment history

Please give details of your current or most recent employment first. Include paid and voluntary work.

Current employer

Company Name/Dept:

Address:

Postcode

Job Title:

Start Date:

Previous employment

Please give details of your current or most recent employment first. Include paid and voluntary work and any gaps in employment

Start / end date	Employer name and address	Job title	Nature of work

Continue on a separate sheet if necessary.

Personal statement

Please state why you are applying for the post and why you think you are suitable for this role. Give examples where appropriate and ensure that you address the points covered in the job description. Continue on an additional sheet if necessary.

In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.

References

Please give the contact details of two people who are willing to provide references regarding your suitability for the post. One must be your current or most recent employer and cover a span of 5 years. If these two referees do not cover this time scale please supply additional reference details.

First referee: Present / most recent employer	Second referee
Name: Position: Address: Email: Telephone: Relationship to applicant: Can we approach this referee prior to interview? Yes / No	Name: Position: Address: Email: Telephone: Relationship to applicant: Can we approach this referee prior to interview? Yes / No

Have you ever been subject to any disciplinary procedures? Yes/No

If yes, state details and date this expires:

Rehabilitation of offenders Act 1974 (exceptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf

Failure to disclose any such information could result in dismissal or disciplinary action.

Any information that you supply will be dealt with on a confidential basis. Kids2Day Pre-School will only take into account when considering your application those convictions, cautions, court orders, reprimands, final warnings or pending cases relevant to the nature and purpose of the post for which you are applying.

The post is subject to an enhanced DBS disclosure check being obtained for the successful applicant which is satisfactory to Kids2Day Pre-School. We will require full sight of the DBS certificate, and if appropriate, we will also check your status online via the DBS Update Service.

Please complete the following questions, taking into account the DBS filtering guidance.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013): Yes/No

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Are you included in any list of people, barred from working with children by the disclosure and barring service (DBS) or the national college of teaching and leadership (NCTL)? Yes/No

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a Formal Disclosure process through the Disclosure and Barring Service (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- Copies of the County Council's policy on the employment of ex-offenders, the DBS Code of Practice and the pre-school's policy on criminal records checks are available on request.
- DBS certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the Data Protection Act 1998. The Local Authority abides by the DBS Code of Practice which does not allow for the photocopying and retention of the full DBS Disclosure certificate.

Further information and declaration

Do you hold a full UK driving licence? Yes/No

Do you have the right to work in the UK? Yes/No

Would you require sponsorship (previously a work permit) to take up this post? Yes/No

Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, if you are related to a County Councillor, OFSTED or senior member of Hampshire Children Services department. Yes/No

If Yes, please state the nature of the relationship and the name of the County Councillor, OFSTED or senior member of Hampshire Children Services department.

Declaration

I have read and understood all statements provided in this application form.

If I have any convictions, cautions or pending cases to declare I will supply details of them at the time of application and send to Kids2Day Pre-School in sealed envelope to Kids2Day Pre-School, 5 Renown Close, Chandlers Ford, Hants, SO53 4HZ

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signed: **Date:**

If you receive no further communication within 6 weeks of submitting your application, please assume that your application has been unsuccessful. Thank you for your interest in the post.

Privacy notice:

The personal information that we collect about you is used only to process your job application and to meet the relevant requirements of employment and childcare legislation. Our legal basis for processing your personal information is to fulfil our legal obligations as an employer and childcare provider.

Your information is kept secure during the selection process. We will use the contact details you give us to contact you in connection with your job application.

- *If you are not invited for interview your personal data will be erased within 14 days of the application closing date.*
- *If you are invited for interview but not selected for the position, your personal data will be erased within 28 days of the interview date.*

However, if you would like us to keep your application form on file for the next 12 months in case a suitable position becomes available, please tick this box. ☐

- *If your job application is successful, this application form and other information relating to your appointment will be kept in your staff file for the duration of your employment. Full details will be given in the **Staff Privacy Notice** when you commence your employment with us.*