Application for Employment



**SAFEGUARDING STATEMENT**: Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy: We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery; We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you’re worried a child is being abused' (HMG 2006); We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to. All positions of employment at Hampton-in-Arden Preschool are exempt from the Rehabilitation of Offenders Act 1974 and are subject to a Disclosure and Barring Service check.

**1. Vacancy Details**

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| --- | --- |
| **Position applied for:** |  |

**2. Personal Details**

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| --- | --- | --- | --- | --- |
| **Full Name:** |  | | | |
| **Date of Birth:** |  | | | |
| **Address:** |  | | | |
| **Post Code:** |  | **Home Tel. No.:** | |  |
| **Mobile No.:** |  | **Email address:** | |  |
| **Are you happy to receive correspondence by:** | | | Post ⬜ Email ⬜ Telephone ⬜ | |
| **National Insurance Number:** | | |  | |
| **Do you have the right to work in the UK?**  ***(original documents will be required for verification purposes):*** | | | Yes ⬜ No ⬜ | |

**3. Education & Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From (Year)** | **To (Year)** | **School/College/University** | **Qualification** | **Result/ Grade** | **Date** |
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**4. Training – Please list any training courses you have undertaken which are relevant to the position applied for.**

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| **Date** | **Organising Body** | **Course Title** |
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**5. Previous Employment – please include any voluntary work or relevant experience, most recent first.**

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| --- | --- | --- | --- | --- |
| **From (Year)** | **To (Year)** | **Employer** | **Job Title** | **Reason for Leaving** |
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*Please continue on a separate sheet if necessary.*

**6. References – Please provide two employment references, one of which MUST be your current or most recent employer. If this is your first job, you may use your college tutor as a referee. Please tick here if you wish for an offer of employment to be made *before* referees are contacted ⬜**

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| **Referee (1)** | | | | | | | | | | | | |
| **Name:** | |  | | | | | | **Job title:** | |  | | |
| **Company name:** | | | | |  | | | | | | | |
| **Address:** | | | |  | | | | | | | | |
|  | | | | | | | | **Post code:** | |  | |
| **Tel no.:** | |  | | | | | | **Email address:** | | |  | |
| **Relationship to you:** | | | | | |  | | | | | | |
| **If this referee knows you by another name, please provide that name:** | | | | | | |  | | | | | |

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| **Referee (2)** | | | | | | | | | | | | |
| **Name:** | |  | | | | | | **Job title:** | |  | | |
| **Company name:** | | | | |  | | | | | | | |
| **Address:** | | | |  | | | | | | | | |
|  | | | | | | | | **Post code:** | |  | |
| **Tel no.:** | |  | | | | | | **Email address:** | | |  | |
| **Relationship to you:** | | | | | |  | | | | | | |
| **If this referee knows you by another name, please provide that name:** | | | | | | |  | | | | | |
| **Referee (3)** | | | | | | | | | | | | |
| **Name:** | |  | | | | | | **Job title:** | |  | | |
| **Company name:** | | | | |  | | | | | | | |
| **Address:** | | | |  | | | | | | | | |
|  | | | | | | | | **Post code:** | |  | |
| **Tel no.:** | |  | | | | | | **Email address:** | | |  | |
| **Relationship to you:** | | | | | |  | | | | | | |
| **If this referee knows you by another name, please provide that name:** | | | | | | |  | | | | | |

**7. Other supporting information – please add below any information, skills or experience which you feel supports your application for the specified role. You may continue on a separate sheet if necessary**

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**8. DECLARATION (PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION)**

The position for which you are applying for involves substantial access to children and it is therefore exempt from the rehabilitation of Offenders Act 1974. You are therefore 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 provide will be treated in confidence and will only be taken into account in relation to an application.

The disclosure of a criminal record will not debar you from appointment, unless the company considers that the conviction renders you unsuitable for employment. In making this decision we will consider the nature of the offence, 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 appointment or result in summary dismissal if a discrepancy is revealed one appointed.

Please note – 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 at the Disclosure and Barring Service website.

Have you, at any time, received, or do you have pending, a caution, reprimand, final warning or conviction (excluding those that are subject to filtering as defined on the Disclosure and Barring Service website?

**Yes / No** (please circle).

If ‘Yes’, please *give full details below:*

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I agree that should I be successful in this application, I will be required to complete and submit an application to the Disclosure and Barring Service / Scottish Criminal Records Office for an enhanced disclosure. I understand that should I fail to do so or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

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| **Signed:** |  | **Date:** |  |

I confirm that the information contained in this application is, to the best of my knowledge, correct. I understand that my application may be rejected or that I may be dismissed, without notice, for withholding or giving false information. I give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 1998 and subsequent legislation.

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| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

Please return completed application form to:

Nicola Stocks, Preschool Manager, Hampton-in-Arden Preschool,

Scout & Guide Headquarters, Shadowbrook Lane, Hampton-in-Arden, Solihull, B92 0DQ

***Preschool use only:***

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| --- | --- | --- | --- | --- | --- |
| **Application received by:** | |  | | **Position:** |  |
| **Date:** |  | |  | |  |