

**Application Form**

**Wye Under Fives**

Please complete all sections where applicable and complete in CAPITAL letters or circle as appropriate.

Applications are invited from people from all sectors of the community, irrespective of their marital status, sexuality, age, gender, disability, race, colour, nationality, ethnic and national origins, or religion, who have the necessary attributes to carry out the job.

**Private & Confidential**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post applying for** | |  | | | | | | | | | | | | | | |
| **Personal Details** | |  | | | | | | | | | | | | | | |
| First Name/s | |  | | | | | | | | | | | | | | |
| Surname Name | |  | | | | | | | | | | | | | | |
| Any other names used/known by | |  | | | | | | | | | | | | | | |
| Date of Birth | |  | | | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | | |
| Email | |  | | | | | | | | | | | | | | |
| Telephone number | | Home | | | | | | | Mobile | | | | | | | |
| **Asylum and Immigration Act 1996** | | | | | | | | | | | | | | | | |
| Do you have any restrictions on taking up employment in the UK? | | | | | | | | | | | | | NO | | YES | |
| If yes, please supply details: | | | | | | | | | | | | | | | | |
| Have you ever lived or worked abroad? | | | | | NO | | | YES | | | | If yes please give dates | | | | |
| **Education and Qualifications** | | | | | | | | | | | | | | | | |
| Please give details of Secondary and Further Education including any ‘A' Levels or equivalent vocational courses | | | | | | | | | | | | | | | | |
| **Dates** | | **School/College/Other** | | | | | | **Qualification gained with grade** | | | | | | | | |
| **From** | **To** |  | | | | | |  | | | | | | | | |
| Please give details of any Higher Education and equivalent courses | | | | | | | | | | | | | | | | |
| **Dates** | | **College/Other** | | | | | | **Qualification obtained and Grade/Level and name of Awarding Body** | | | | | | | | |
| **From** | **To** |  | | | | | |  | | | | | | | | |
| Please give details of any other professional or vocational qualifications you hold that are relevant to your application | | | | | | | | | | | | | | | | |
| **Dates** | | **Qualification obtained and Grade/Level** | | | | | | **Name of Awarding Body** | | | | | | | | |
| **From** | **To** |  | | | | | |  | | | | | | | | |
| **Employment History** | | | | | | | | | | | | | | | | |
| **Present or most recent employment**  Name and address of employer | | | | | | | | | | | | | | | | |
| Email Address | | | | | | Telephone number | | | | | | | | | | |
| Job Title | | | | | | | | | | | | | | | | |
| Start Date | | | | End Date | | | | | | | How much notice is required? | | | | | |
| Please give a brief description of your current or last post and responsibilities | | | | | | | | | | | | | | | | |
| **Previous Employment** | | | | | | | | | | | | | | | | |
| Please give details of all previous employments, full and part time, including those in a voluntary capacity. Please list in order, starting with the most recent first. Use a separate sheet of paper if necessary. | | | | | | | | | | | | | | | | |
| Name and address of employer | | | | | | | | | | | | | | | | |
| Email Address | | | | | | | Telephone number | | | | | | | | | |
| Job Title | | | | | | | | | | | | | | | | |
| Start Date | | | End Date | | | | | | | Reason for leaving | | | | | | |
| Please give a brief description of your responsibilities | | | | | | | | | | | | | | | | |
| **Experience and Achievements** | | | | | | | | | | | | | | | | |
| You are invited here to give any additional information which you wish to have taken into account in support of your application. Please give details of any other experience or achievements, this might include;  - information about your past experience in Childcare/Early Years/Playwork.  - details of any relevant experience gained at work, in a voluntary capacity, or at home.  - details of relevant training or positions of responsibility.  - how do you meet the person specification/job description for the role?  - your reasons for applying for the post.,  - list hobbies, spare time activities, interests, membership of voluntary organisations etc. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **References** | | | | | | | | | | | | | | | | |
| Please provide the names and addresses of two referees who can comment on your suitability for this position. (Note: If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed/volunteering in work with children). References will not be accepted from relatives, or persons who only know you as a friend. | | | | | | | | | | | | | | | | |
| **Referee 1**  Name and address  Telephone Number | | | | | | | **Referee 2**  Name and address  Telephone Number | | | | | | | | | |
| We will contact these referees if your application is short listed for the position and where possible and seek references before interview, please tick box if you would prefer for the reference to be taken up after interview. | | | | | | | | | | | | | | | |  |
| **REHABILITATION OF OFFENDERS ACT 1974 (exception) Order 1975** | | | | | | | | | | | | | | | | |
| The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, ‘binds-overs’ or any criminal convictions that include any that would otherwise be considered ‘spent’ under the Act. 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 at the Disclosure and Barring Service website. Wye Under Fives is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Please be aware that an enhanced DBS check will be required for any position with access to these individuals or sensitive information. | | | | | | | | | | | | | | | | |
| Have you ever been involved with the Police such as interviewed, questioned, subject to a court order, bound-over, received a reprimand, warning, cautioned or convicted? | | | | | | | | | | | | | | YES/NO | | |
| Do you have parental responsibility for a child who is being assessed or who has been placed on a Child Protection Plan under Section 47 of the Children Act 1989? | | | | | | | | | | | | | | YES/NO | | |
| Have you ever been refused registration or had registration withdrawn by Ofsted to run a childcare setting or residential children’s home? | | | | | | | | | | | | | | YES/NO | | |
| If you answered yes to any of these last five questions, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’. | | | | | | | | | | | | | | | | |
| **I understand that if my application is successful an Enhanced DBS will be obtained.** | | | | | | | | | | | | | | | | |
| I am part of the DBS update service and I give permission for you to check my certificate online | | | | | | | | | | | | | | YES/NO | | |
| My unique ID DBS update service number | | | | | | |  | | | | | | | | | |
| How did you find out about the post? | | | | | | | | | | | | | | | | |
| **Declaration (please read carefully)** | | | | | | | | | | | | | | | | |
| For the purpose of the General Data Protection Regulations (2018), I consent to the information contained on this form, and any information received by or on behalf of (name of provision) relating to the subject matter on this form, being processed by them in administering the recruitment process. | | | | | | | | | | | | | | | | |
| Signature | | | | | | | | | | | | | | | | |
| I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, The Secretary of State or regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any employment offer and possible criminal prosecution. | | | | | | | | | | | | | | | | |
| Signature | | | | | | | | | | | | | | | | |
| Print Name | | | | | | | | | | | | | | | | |
| Date | | | | | | | | | | | | | | | | |
| **For office use**  Shortlisting Date  Shortlisted Y/N    Panel members    Date of interview    Comments | | | | | | | | | | | | | | | | |