**Application Form**

**Please read the Guidance Notes before completing this form**

**St Oswald’s Sunshine Club Application Form**

**Strictly Confidential**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To be complete**  Post Ref. No: | | **d by the Applicant**  Post Title:  Assistant | |  |
| Location: Sunshine Club | | Closing Date: | |  |
| Title: | Surname: | | First name: | |
|  |  | |  | |

Please complete this accurately, giving us as many details as possible of your skills and experiences relating to this job application. Short listing will be based on the information gathering from the form.

You will only be contacted if your application is successful.

|  |  |
| --- | --- |
| **Please state where you saw the advertisement for this post.** | |
|  | |
| Home address: |  |
|  |  |
| POST CODE: |  |
| Telephone numbers: |  |
| Home: |  |
| Work (Where convenient): |  |
| Mobile: |  |
| Date of Birth: (Day/month/year) |  |

**Personal Information:**

|  |  |
| --- | --- |
| Email Address (where possible): |  |
| Do you hold a current driving licence? | |

|  |
| --- |
| Are there any restrictions regarding your employment? |
| How much notice do you need to give to your current employer? |

**EMPLOYMENT RECORD**

Please start with your most recent employment. Briefly describe the main duties and responsibilities to your post. If you wish to expand on specific areas of responsibility, please do so in *Section “* Experience/Skills”

|  |
| --- |
| ***1. Current/most recent employer/organisation*** |
| Name: |
| Address: |
| Job Title: From: To: |
| Current or final salary: |
|  |
| Reason for leaving/changing: |
| Please declare any information we need to be aware of with regards to disciplinary, safeguarding or personnel file notes from this employer. |
| ***2. Employer/organisation*** |
| Name: |
| Address: |
| Job Title: From: To: |
| Brief description of duties: |

|  |  |  |
| --- | --- | --- |
|  |  | |
|  | Reason for leaving/changing: | |
|  | Please declare any information we need to be aware of with regards to disciplinary, safeguarding or personnel file notes from this employer. | |
|  | 3***. Employer/organisation*** | |
|  | Name: | |
|  | Address: | |
|  | Job Title: From: To: | |
|  | Brief description of duties: | |
|  | Reason for leaving/changing: | |
|  | Please declare any information we need to be aware of with regards to disciplinary, safeguarding or personnel file notes from this employer. | |
| 4***. Employer/organisation*** | |  |
| Name: | |  |
| Address: | |  |
| Job Title: From: To: | |  |
| Brief description of duties: | |  |
| Reason for leaving/changing: | |  |

Please declare any information we need to be aware of with regards to disciplinary, safeguarding or personnel file notes from this employer.

|  |  |
| --- | --- |
| **Personal Background** |  |
| Are there any reasons you feel you are unsuitable to work with children and young people? |  |
| Have you ever been involved in an allegation of abuse against a child or young person? |  |
| Do you have an current DBS? |  |
| Is your DBS currently clear of any convictions, cautions, court orders, reprimands and warnings which may affect your suitability to work with children? |  |
| Are you disqualified by association in terms or living with someone who is disqualified from working with children? |  |

**CRIMINAL CONVICTIONS**

# EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/ college/ university/ training body | Subject studied | Qualification/ Level | Date gained T |
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# TRAINING

Please list any training you have received or courses which you did not lead to a qualification but which you feel are relevant to the advertised post.

|  |  |
| --- | --- |
| Training Course | Date |
|  |  |
|  |  |
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# REFERENCES

Please give name, address and position/occupation of three referees. One must be your present or most recent employer. References will only be taken up for successful candidate. Testimonials or references from friends and relatives are not acceptable.

|  |
| --- |
| 1. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| Email: |
| Fax: |
| 2. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| Email: |
| Fax: |
| 3. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| Email: |
| Fax: |
|  |

# EXPERIENCE SKILLS AND PERSONAL STATEMENT

Updated August 2016

# EQUALITY AND DIVERSITY- *Confidential*

Monitoring the diversity of our applicants and staff is an essential part of Busy Bears and Busy Bee’s commitment to Equalities and Diversity. Please complete this part of the form and return it with your application form. It is entirely confidential and will not be made available to those involved in short listing or the selection process, or for any purpose other than monitoring and statistical reporting.

Gender: ……………………………………………………..

Ethnicity - please circle the most appropriate box below to describe your ethnic group or origin. *(This question helps us to identify the ethnic diversity of those applying for vacancies within the organisation. The classifications are those used in the 2001 census, and are recommended by the Commission for Racial Equality).*

|  |  |  |
| --- | --- | --- |
| WHITE: | MIXED: | ASIAN OR ASIAN BRITISH: |

British White and Black Caribbean Indian

|  |  |
| --- | --- |
| Irish | White and Black African Pakistani |
| Other White | White and Asian Bangladeshi  Other Asian |
| BLACK OR BLACK BRITISH | OTHER MIXED CHINESE OR OTHER ETHNIC GROUP: |
| Black Caribbean | Chinese |
| Black African Other Black | Other Ethnic Group |

Do you consider yourself to have a disability? *(The nurseries are committed to ensuring that people with disabilities are supported and encouraged to apply for employment with us and to achieve progress in that employment. This question helps us to assess our success in achieving this aim).**NB.*

*The Disability Discrimination Act 1995 defines a disability as: “a physical or mental impairment which has substantial and long-term (lasting more than*

|  |
| --- |
| No  |

*12 months) adverse effect on your day to day living”*

Yes 

If you wish to provide any additional details please do so below:

1. Have you had any hospital or medical treatment or take any prescribed mediation over the last 5 years?

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1. If you wish you may disclose information about yourself in this section:

Religion: …………………………Sexual Orientation:…………………………

Is there anyone who relies on you for day to day care and attention? *(This question is recommended by the Equal Opportunities Commission and will help us review our flexible working policies.)*

|  |
| --- |
| No  |

Yes 

If Yes, are they :

a) Children: aged 0-5 Date(s) of Birth:…………….………….…..…………….

6-11 Date(s) of Birth:…………….………..…….…………….

12-18 Date(s) of Birth:………………………………………….

and/or

a) A family member / partner (please specify): ………………………………..…..………

…………………………………………………………………………………………..…….

*This information will be used solely by the nursery for monitoring purposes and will be treated as*

*confidential.*

# DECLARATION AND SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge.

# Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_

By signing and returning this application form you consent to St. Oswald’s Sunshine Club using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment.

This information will be used solely in the recruitment process (and Equal Opportunity section for data collection) and will be retained for only until the interviews take place. If you aren't called for an interview your application would be destroyed. Busy Bears and Busy Bees is committed to confidentiality and complies with the Data Protection Act 1998. All information will be handled and stored sensitively and used only for its intended purpose.

Updated August 2016