

New Millside Pre-school

JOB APPLICATION

PLEASE COMPLETE USING BLACK INK OR TYPE.

APPLICATION FOR THE POST OF:

LUNCHTIME ASSISTANT

Setting Location: New Millside Pre-school, Narbeth Drive,
Aylesbury, HP20 1NX

SURNAME:

FORENAME(S): please give details of any previous surnames:

TITLE:

ADDRESS FOR CORRESPONDENCE:

TELEPHONE NUMBERS

HOME:

POSTCODE:

WORK:

May we contact you at work?

EMAIL ADDRESS:

MOBILE:

NATIONAL INSURANCE NUMBER:

EMPLOYMENT HISTORY

PRESENT OR MOST RECENT EMPLOYMENT

Name & address of employer:

Job title and summary of main duties:

Nature of business:

Are you still currently employed by this organisation?

Date of appointment: / /

Notice required:

Reasons for leaving (If applicable):

PREVIOUS EMPLOYMENT

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.

Employer's name and address	From Month / Year	To Month / Year	Job title and summary of main duties	Reasons for Leaving

Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.

Your experience & Commitment to working with children

Q1 - Please give details of your most recent experience in Early Years childcare. Please continue on a separate sheet if necessary.

Q2 - Please tell us why you are committed to and enjoy working with children. Give an example to illustrate your answer.

Q3 – Have you had any experience of dealing with child protection concerns?

(Min.150 words)

Q4 - Please describe a time, or times, when a child you were working with behaved in a way you did not think was appropriate. How did you manage this?

(Min.150 words)

Supporting information

Please attach a statement which addresses the requirements as detailed in the person specification/job description.

Qualifications & Training

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of childcare qualifications will be requested if you are called to interview.

Examination, course (with dates)	From	To	Result/Qualifications gained

INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned.			
Course Title	Provider	Duration	Dates

References

Give details of two people who have knowledge of you in a working / childcare environment, paid or unpaid. **The first reference should be your present or most recent employer.** If you are a student, give appropriate school or college referees. It is normal practice for references to be obtained before any formal interview and will be taken prior to interview, unless you indicate otherwise where requested. References must cover a consecutive five year period.

If you were known to either of your referees by another name, please give details:

Your first referee knows you by the name of: _____ Your second referee knows you by the name of: _____

1. Name: _____ Position: _____ Address: _____ Tel: _____ Email: _____ In what capacity does the above know you? You may take up reference prior to interview? Y/N	2. Name: _____ Position: _____ Address: _____ Tel: _____ Email: _____ In what capacity does the above know you? You may take up reference prior to interview? Y/N
---	---

Additional Information

- To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK?
- Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations?
If so, please give details:
- Have you ever been subject to any disciplinary action by your employer or professional body?
If yes, please give details:
- If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview.
- Do you hold a full current driving licence?

6. Are you able to travel to different locations across the County (training locations aren't always in Buckinghamshire?)
7. Are you a relative or partner of any employee of this setting?
If yes, please state name of person and relationship:
8. Where did you see the advertisement for this post?
Please circle: Bucks County Council job website; Bucks Herald; Bucks Free Press; Our Website, careers fair; other local press; other website

Criminal Convictions - Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). The setting has a Policy on the Recruitment of Ex-Offenders which meets the DBS Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

If you are applying for work which brings you into contact with children, young people or vulnerable adults or for certain positions within legal and financial fields you may be required to undergo an enhanced DBS criminal record check before taking up your role. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know of any prosecutions pending against you.

Do you have a criminal record as above? Failure to disclose this information could result in your dismissal or disciplinary action by the setting.

Please indicate: Yes (I have a criminal record as set out above) No (I do not have a criminal record)

The following declarations are only required if you are applying to undertake Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the role profile.

Declaration for applicants into Regulated Activity with Children and Young People:

I declare that I have not been prohibited or restricted from working with children by the Disclosure and Barring Service (DBS), the Independent Safeguarding Authority (ISA), or any other official body.

Please indicate: Yes (I have not been barred) No (I have been barred)

Safeguarding Statement

New Millside Pre-school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, it is an integral part of everyone's role. Any posts are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Due to the nature of the above post and in line with New Millside Pre-school's safer recruitment requirement, an appropriate level of disclosure under the Disclosure and Barring Service (DBS) will be obtained and two appropriate references will be required for the successful candidate. References for all shortlisted candidates may be requested prior to interview. Employment will only begin once satisfactory references and DBS checks are received.

Declaration

I agree that any offer of employment with New Millside Pre-school is subject to satisfactory evidence of the right to work in the UK, satisfactory references and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that New Millside Pre-school may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

This authority is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the setting.

Please note, if you send this in with an electronic signature, you will be asked to sign this form if you are invited to an interview.

Signed:

Date: / /

OFFICE USE ONLY

Interview date:	Successful for next stage:	Trial dates / Induction Date
DBS submitted date:	2x References applied (inc most recent employer)	2x References Received
	☐ Most recent employer Date: _____	☐ Reference 1 ☐ Reference 2
Recruitment checklist:	Offer letter sent:	Staff Forms for personal file received (inc contract)