

Child's Play Private Nursery Ferryhill & Newton Aycliffe

Confidential Application Form.



The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory interview, medical clearance, DBS checks, and references and where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we can compare candidates fairly, this form is the only document we consider when screening applicants. Therefore, **do not send a CV**, written references, examples of work or other supporting information unless it is specifically requested.

Post applied for:

Site:

Reference number:

Personal details

Title:

Surname:

First Names:

Previous names:

Address:

Post code:

Date of birth:

National Insurance Number:

Home Telephone Number:

Mobile Number:

Email Address:

Ethnicity:

Religion:

Education and qualifications

Please give details of Secondary and Further Education				
Dates (mm/yyyy)		School, college or other institution	Qualification obtained	Grade, Level or result
From	To			

Please give details of Higher Education and equivalent courses				
Dates (mm/yyyy)		College or other institution	Qualification obtained	Grade, Level or result
From	To			

Please give details of Professional or vocational qualifications you hold that are relevant to your application				
Dates obtained		College or other institution	Qualification obtained	Grade, Level or result

Please give any details of other courses attended which are relevant to your application:

-
-
-
-

Employment History please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

Present or most recent employment

Job Title: _____ Employer: _____
Current Salary: _____ Address: _____
Employed from/ to: _____ Reason for leaving: _____

Please give a brief description of current duties, responsibilities and achievements:

Previous Employment (most recent first), and explain any gaps in employment.

Dates (mm/yyyy)		Name of Employer & address	Job Title & Brief description of role	Reason for leaving
From	To			

IT Skills: We use an array of ICT to formulate children’s learning journey and assessment documentation.

Training will be provided where required. Information given here will help us to plan training schemes.

Microsoft Office	Basic	Competent	Higher		Basic	Competent	Higher
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Referees:

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (**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 in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)

Name:	Position:
In what capacity do you know the referee:	Childcare related placement: YES / NO
Name of Organisation:	
Address:	
Telephone Number:	Are we allowed to contact prior to interview
Email:	YES <input type="checkbox"/> NO <input type="checkbox"/>

Name:	Position:
In what capacity do you know the referee:	Childcare related placement: YES / NO
Name of Organisation:	
Address:	
Telephone Number:	Are we allowed to contact prior to interview
Email:	YES <input type="checkbox"/> NO <input type="checkbox"/>

Availability: If you are successfully selected for the advertised vacancy are you available for an immediate start? (No notice period required with current employer)

Yes No If you have answered NO please state, notice period:

<p>What is the main drive which has led you to want to work with children in the early year's sector?</p>	
<p>Tell me about your knowledge of the EYFS and the other underlining guidance and frameworks.</p>	
<p>Tell me about your experience, knowledge and understanding of planning, observing, assessing and documenting children's learning and interests.</p>	
<p>Give an example in your practice of how you work as to how you ensure children are 'school ready'.</p>	
<p>Give an example from your previous experience where you can demonstrate how you meet the individual needs of children.</p>	
<p>Demonstrate from previous experience how you establish positive parental partnerships/ relationships.</p>	

Personal Statement:

Using the person specification that you have been sent with this application pack, please demonstrate using examples, your suitability for the position you are applying for. Please include your reasons for applying for and interest in this position. *Continue on an additional sheet if necessary.*

For persons who are not British or EU Nationals:

Do you have any restrictions on you being able to work in the UK? Yes / No

If you have any conditions to your employment, please give details:

Personal Declarations:

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 these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

Have you ever been convicted of any offence or "bound-over" or given a caution? YES / No

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure for the attention of Laura Leigh Wayman (Managing Director)".

I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.

Signed:

Print Name:

Date:

Declaration- please read carefully

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by/or on behalf of Wayman Developments Ltd T/As Child's Play Private Nursery relating to the subject matter of this form, being processed by them in administering the recruitment process is accurate and true.

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 of 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 offer of appointment, or any dismissal at any time in the future, and possible criminal prosecution.

Signed:

Date:

Print Name:

All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend to an interview.