

The Meadows Day Care Centre
Farriers Gate
New Road
Chatteris
Cambs PE16 6QP
Tel: 01354 696 261
Email: info@meadowsdaycare.org
Web: www.meadowsdaycare.org



Employment Application Form

The Meadows Day Care Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and 2 of the application form. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.

A CV may be enclosed with this form, but will not be accepted as a replacement for this form.

Please complete in black ink.

Part 1: Information for Shortlisting and interviewing.

Initials: _____ Surname or Family Name: _____

1. Letter of Application:

Please enclose a letter of application to accompany this form.

2. Current/Most recent Employment:

Name and address of employer: _____

Job title: _____

Brief job description: _____

Date appointed to this post: _____

Current annual salary or hourly pay rate: _____

Date available to begin new job: _____



4. Secondary Education and Qualifications:

Name of school/college	Dates (dd/mm/yyyy)		Examination passed (i.e. A Level, GCSE), subject and grade.
	From	To	

5. Further and/or higher Education:

Please provide details of any recognised qualifications or courses which are relevant to the job application.

Name of FE college, university or awarding body	Dates (dd/mm/yyyy)		Full or part-time	Qualification obtained
	From	To		

6. Other Relevant Experience, Interests and Skills:

Lined area for writing responses.

7. Referees:

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent employer or equivalent. Referees will be asked about all disciplinary offences which may include those where a penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee:

Title and name:

Address and post code:

Telephone number: Landline

Mobile

Email address:

Job title:

Relationship to applicant:

I consent to this reference being requested before interview:

YES

NO

Please circle whichever is appropriate.

Second Referee:

Title and name:

Address and post code:

Telephone number: Landline

Mobile

Email address:

Job title:

Relationship to applicant:

I consent to this reference being requested before interview:

YES

NO

Please circle whichever is appropriate.

8. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship to the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not been passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is 'time expired' and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcomes of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Centre will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below, I consent to my named referees being contacted in accordance with the above.

Sign:

Print:

Date (dd/mm/yyyy):

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You have the right to withdraw your consent at any time and can do so by informing the Centre's Data Protection Officer that you wish to withdraw your consent.

Part 2:

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

9. Personal Information

Surname or family name:

Forename(s):

Title:

Current Address:

Post Code:

Home telephone number:

Mobile telephone number:

Email address:

Do you require sponsorship (previously a work permit)? YES NO
Please circle whichever is appropriate.

If YES, please provide details under separate cover

10. Personal Information

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs.

It is the Centre's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (except order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exemptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website. (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>)

If you are invited to interview you will be required to complete a 'Staff Suitability Declaration' form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2019, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but not attained the age of 8) in

nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of convictions, cautions, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000.

11. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purposes for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice which will be supplied to you and our Data Protection policy available on our website or from the Centre office.

The person responsible for Data Protection is Susan Kelly and you can contact them with any questions relating to our handling of your data.

You can contact them by email: info@meadowsdaycare.org
Or telephone: 01354 696261

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact the Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

12. Notes

- a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a 'regulated position'.
- b) Canvassing, directly or indirectly, and employee or Committee member will disqualify the application.
- c) Candidates recommended for appointment will be required to provide a satisfactory DBS certificate. Should the candidate not have a current DBS, the candidate must make a new application through the Centre's procedures.
- d) The Centre is under a duty to protect the funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing and administering funds for these purposes.

13. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant:

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Print name:

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Date (dd/mm/yyyy):

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