



CENTRAL @ ROBERT LE KYNG

Westcott Street, Swindon,

Wiltshire, SN1 5HS

01793 617484

staff.crlk@hotmail.com

CENTRAL PRE-SCHOOL JOB APPLICATION FORM

Position applied for:	Qualified/Unqualified Early Years Educator
Closing date:	

PERSONAL DETAILS

First Name			
Surname			
Address:			
Postcode:			
Home Tel No.		Mobile No.	
Email Address			

How did you find out about this vacancy? <i>(Please give the name of the website, newspaper etc.)</i>	
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Have you previously applied for a position at Central Pre-school/Central@RLK?	
Have you previously been interviewed for a position at Central Pre-school/Central@RLK?	
Have you previously worked for Central Pre-school/Central@RLK?	

National Insurance Number	
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REFERENCES

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be your line manager at your current/last employer. Please do not use two people from the same employer, relatives, partners, or friends as referees.

Name	
Position Held	
Relationship	
Organisation Name	
Organisation Address	
Telephone Number	
Email Address	

May we contact the referee before interview?

Yes No

Name	
Position Held	
Relationship	
Organisation Name	
Organisation Address	
Telephone Number	
Email Address	

May we contact the referee before interview?

Yes No

RECRUITMENT MONITORING

Central Pre-school is fully committed equal opportunities in employment. Central Pre-school's equal opportunity policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital/parental status, disability, colour, religion, race, nationality, ethnic or national origin, age, or sexual orientation.

Central Pre-school believes that this policy will ensure that the talents and resources of its employees will be utilised to the full. To monitor the progress of our recruitment and selection practices, please complete the details on this sheet.

Position(s) Applied For	
Full Name	
Date of Birth	
Age	

If you are invited to attend an interview or take up employment and require special arrangements, please give details below:

DISABILITY

A person is disabled if, as defined in the Equality act (2010), they have "a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities"

Do you consider yourself to have a disability? Yes No

GENDER

Female Male Other

ETHNIC ORIGIN

I would describe my race or ethnic origin as:

- | | | | | | |
|----------------|--------------------------|---------------------------|--------------------------|--------------|--------------------------|
| White | | Black | | Asian | |
| White British | <input type="checkbox"/> | Black British | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| White Irish | <input type="checkbox"/> | Black African | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| White other | <input type="checkbox"/> | Black Caribbean | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| | | Black other | <input type="checkbox"/> | Asian other | <input type="checkbox"/> |
| Chinese | | Mixed | | | |
| Chinese | <input type="checkbox"/> | White and Black Caribbean | <input type="checkbox"/> | | |
| Chinese other | <input type="checkbox"/> | White and Black African | <input type="checkbox"/> | | |
| | | White and Black Asian | <input type="checkbox"/> | | |

Other (please specify):

DECLARATION

The job for which you are applying involves substantial access to children and is therefore exempt from the Rehabilitation of Offenders' act 1974. As part of the application for this position, you are required to declare any convictions or cautions you may have, even if they would otherwise be regarded as 'spent' under this act. The information you give will be treated in confidence and will only be taken into account in relation to an application where this exemption applies.

The disclosure of a criminal record will not debar you from appointment, unless Central Pre-school considers that the conviction renders you unsuitable for employment. In making this decision we will consider the nature of the offense, how long ago it occurred and what age you were when it was committed and any other factor which may be relevant. Failure to declare a conviction may however disqualify you from employment.

Have you received a written warning or been subject to a disciplinary procedure? Yes No

Have you ever been convicted, cautioned, or reprimanded for a criminal offence? Yes No

Are you, or anyone you live with, on either of the 2 lists banning you from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)? Yes No

If you answered yes to any of the above three questions, please give further details and dates below:

Do you need a work permit to work in the UK? Yes No

If yes, please specify the terms of this permit/visa and expiry date.

I give my consent for Central Pre-school/Central @ RLK to hold the data in the equal opportunities section of this form in their database and manual file.

Signature of Applicant	
Date:	

QUALIFICATIONS

STUDY CURRENTLY BEING UNDERTAKEN

Secondary Schools, Colleges, Universities	From	To
Brief details of course and qualifications taken		Grade

QUALIFICATIONS ACHIEVED *(Starting with the most recent)*

Secondary Schools, Colleges, Universities	From	To
Brief details of course and qualifications taken		Grade

Secondary Schools, Colleges, Universities	From	To
Brief details of course and qualifications taken		Grade

Secondary Schools, Colleges, Universities	From	To
Brief details of course and qualifications taken		Grade

Professional or other qualifications, apprenticeships, memberships of professional organisations:
Other training you have received or skills which you consider relevant (<i>i.e. playing an instrument, languages spoken, computer experience, first aid etc.</i>):

- Do you hold a full clean driving license? Yes No
- Do you have access to a vehicle? Yes No
- Do you have access to public transport? Yes No
- Do you have any relationship (*i.e., family, friends*) with anyone working for the provision? Yes No

EMPLOYMENT HISTORY

CURRENT/MOST RECENT EMPLOYER

Name of employer:			
Address:			
Position Held:			
Main duties:			
Start Date:			Leave Date:
Reason for leaving:			
Notice required to give:			

OTHER EMPLOYMENT/CAREER HISTORY (starting with the most recent):
 Please give your full employment history; accounting for any gaps (continue on a separate sheet of paper if necessary) as this post involves working with children).

Name of employer:		
Address:		
Position Held:		
Main duties:		
Start Date:		Leave Date:
Reason for leaving:		
Notice required to give:		

Name of employer:		
Address:		
Position Held:		
Main duties:		
Start Date:		Leave Date:
Reason for leaving:		
Notice required to give:		

Name of employer:	
Address:	
Position Held:	
Main duties:	
Start Date:	Leave Date:
Reason for leaving:	
Notice required to give:	

Please use this space to detail any gaps in your employment history:

Please give details of other interests, including involvement in voluntary organisations, which you consider relevant:

WORKING IN CHILDCARE

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criteria detailed on the person specification and provide examples of how you meet these.

If you need to continue beyond this page of the form, please use A4 sized white paper.

What interests you most about working with children:
What strengths do you feel you will bring to Central Pre-school/Central@RLK:
What attracted you to apply for this position:

Are there any days or hours that you are unavailable to work? Yes No

If yes, please provide details here:

Monday	Tuesday	Wednesday	Thursday	Friday

INTERVIEW REQUIREMENTS

Please specify if you require any special arrangements to be made at the interview, eg. Sign Language, wheelchair access?

ANY OTHER INFORMATION YOU WOULD LIKE TO PROVIDE:

DECLARATION

Any of the above particulars may be subject to checks. I understand that any false, inaccurate, or incomplete information could result in dismissal, disciplinary action or withdrawal of any offer of employment.

I declare that the information given on this is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.

I understand that the provider may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the provision.

I confirm that I have completed an Enhanced Disclosure and Barring Service (DBS) and am on the update service or that I am happy to complete a new Enhanced Disclosure and Barring Service (DBS) application (if applicable), that I will sign up to the Update Service within the timescale allotted. I give permission for Central Pre-school/Central@RLK to complete checks on my registration whilst employed with them.

I understand that if I am successful in securing an interview, I will be asked to provide proof of your eligibility to work in the UK along with original qualification certificates, relevant to the post, to which I am applying.

I understand that a social media search is completed for all shortlisted applicants and any concerns will be followed up at an interview.

Signature of applicant:	
Date:	

Please return this application form by email to staff.crlk@hotmail.com or send a printed version in an envelope marked **CONFIDENTIAL**.
Management Team - 'Job Applications', Central@RLK
Former Robert Le Kyng Children's Centre Building, Westcott Street, Swindon, SN1 5HS