**Application for employment**

All completed application forms must be returned to: [enquiries@hartonvillagekindergarten.co.uk](mailto:enquiries@hartonvillagekindergarten.co.uk)

**So that we compare candidates fairly, this form is the only documentation we consider when screening applicants. Therefore please do not send a CV or other supporting information unless specifically requested.**

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| **Harton Village Kindergarten** |  |

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| **Post :** | **Closing date :** |

Harton Village Kindergarten is committed to being an equal opportunities employer. Please read the guidance notes before completing this form.

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| **Personal Details** | | | | |
| Surname: | | | Forename: | |
| Any previous names: | | | | Date of Birth: |
| Address: | Telephone numbers:    Home:  Mobile:  Work:  Preferred contact number: | | | |
| Your e-mail address: | | | | |
| **Are you eligible to work in the United Kingdom?** YES/NO | |  | | |

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| --- | --- |
| **Current or Most Recent Employment** | |
| Address of Employer | Annual Salary / Wage £  Salary Scale \* |
| Name of employer | Post Title |
| Date appointed | Notice required \* |
| Date left \* | Reason for leaving \* |

\*if appropriate

**Education and Employment**

Please provide complete details of your education and employment history together, starting with your secondary school. You must provide the information in chronological order from this time. If you have any length of time unaccounted for, you must include this and give any reasons for the gap. \*Add additional rows as required.

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| --- | --- | --- | --- |
| **Employer, Educational Institution or description of activity** | **What were you doing? (i.e. job title, qualification / course, etc.)** | **Dates (from and to)** | **Reason for leaving / qualifications obtained** |
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| Are there any gaps in your education or employment history, please explain them here | | | |
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**Personal Statement**

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| Please give details of how you meet the requirements of the job using the criteria in the person specification. You should relate this to your employment and education history, your qualifications or any activities you undertake outside of work. (you can continue on the additional notes section of the application) |
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**Training Courses**

Please give details of any training courses you have attended which will support your application for this post.

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| --- | --- | --- | --- |
| Course Title | Date(s) attended | Duration of course | Certificate/qualification received |
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**Professional Membership**

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| If you are a member of a professional body or institute, please give details |
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**References**

Please provide the following details for two people to whom we can apply for a reference, regarding your experience and suitability for this post. One must be from your current or most recent employer, where appropriate. If the role you are applying for involves contact with children, young people and vulnerable adults you are asked to supply a referee who can provide a reference based on when you have previously worked with children, young people or vulnerable adults. For posts, where safeguarding vetting is required, we may approach any of your previous employers for this information. References will be requested prior to interview, unless you tick the relevant box.

|  |  |
| --- | --- |
| Referee One | Referee Two |
| Name and address | Name and address |
| Position | Position |
| Phone number | Phone number |
| e-mail address | e-mail address |
| Can we contact your referee prior to interview?  Yes  No | Can we contact your referee prior to interview?  Yes  No |

**Declaration**

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| I confirm the information given in this application form is correct :  Signature Date |

Please return your application form to [e](mailto:e)nquiries@hartonvillagekindergarten.co.uk

**Equality and Diversity Monitoring**

**Post Title: Full Name:**

Please ensure you complete this information fully. It is not used as part of the selection process.

Are you **Male**  or **Female**  ?

Please tell us which **ethnic group** you belong to (please mark one only):

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| --- | --- |
| **Black or Black British** | **White** |
| Caribbean | British |
| African | Irish |
| Any other black background (Please specify) | Any other white background (Please specify) |
| **Mixed** | **Chinese** |
| White and Black Caribbean | Chinese |
| White and Black African | Any other background (Please specify) |
| White and Asian |  |
| White and Arab/Middle Eastern |  |
| Any other mixed background (Please specify) |  |
| **Asian or Asian British** | **Arabic or Middle Eastern or any other Ethnic Group** |
| Indian | Arab |
| Pakistani | Iranian |
| Bangladeshi | Yemeni |
| Sri Lankan | Any other Arabic or Middle Eastern group (Please specify): |
| Any other Asian background (Please specify) | Any other ethnic group (Please specify): |

Please tell us where you saw the vacancy advertised: Direct Gov

Print name: Signed: Date:

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| --- | --- |
| Name: | Post Applied for: |

# Safeguarding our Service Users

The position for which you are applying involves contact with children and the successful applicant will require an enhanced **Disclosure and Barring Service** (DBS) check. You are required to complete the declaration below and provide relevant details of all cautions, convictions or “bind overs”, including those considered as spent under the Rehabilitation of Offenders Act 1974 (England and Wales) and all subsequent amendments. Having a criminal record or information provided through the disclosure may not exclude you from employment.

Please note:

* Failure to disclose convictions or cautions here may result in the withdrawal of an offer of employment, or dismissal if employment has commenced
* We manage our Disclosures in line with the DBS guidance
* If you do not complete this declaration, your application will not be considered for the post

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| **Declaration of Applicant :**  Have you ever been convicted of any offence or “bound-over” or given a caution?  Yes  No  If yes, please provide details. If no, please state ‘nil’  Nil  Please print your full name:  Signed: Date: |

## Information on our commitment to Safer Recruitment and guidance on completing your application form.

Harton Village Kindergarten is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. The following guidance notes are provided for your information to ensure we have sufficient information to process your application and to help us meet our safeguarding obligations.

Please ensure you **complete all parts of the application form**. If they are not relevant to you, please mark them as ‘not applicable’, or ‘n/a’. **Incomplete application forms will not be considered for shortlisting.**

We need you to tell us about your **education and employment** history together in full starting with the secondary school you attended. We are asking for the information in this way to help identify any gaps where you were not in education or employment, as part of our commitment to safeguarding children. We would like you to start with the secondary school, along with the exams and qualifications you obtained. You should follow this with your first job or college attended, and so on, to bring you up to date. If you were unemployed for a period of time, please state this, giving the dates (to the nearest month) and a reason.

With your **personal statement**, please ensure you provide specific examples of how you meet the criteria set out on the person specification. If you need to continue on a separate sheet please do so, however please remember to put your name and the post applied for on the top.

You must supply the names of two **referees from whom we can obtain references.** Please ensure you tell us whether you want us to contact them prior to interview. If you leave the box unticked we will assume it is fine to contact them. If they have a work e-mail address, please provide this. One of your referees must be your current or most recent employer. The role you are applying for will involve contact with children and you will be required to supply a referee who can provide a reference based on when you have previously worked with children. References will be taken up prior to interview wherever possible and the authenticity will be checked before any offer of employment is made. Open references will not be accepted.

Your referees will be asked to provide details on any disciplinary offences relating to you, including those which have expired. Additional information will be sought on any concerns or allegations that have been made against you relating to the safety and welfare of children or behaviour towards them, along with the outcome of any concerns.

For successful candidates Harton Village Kindergarten will verify your reference by telephoning the referee to ensure that the information received is genuine. Harton Village Kindergarten reserves the right to contact your current employer and any previous employer.

Confirmation of your identity will be undertaken by checking appropriate documents including a form of photographic ID. You will also be required to supply your original qualification certificates and proof of registration with any relevant bodies eg HCPC. This will be done at the interview stage.

Employment with Harton Village Kindergarten will only be confirmed when all **pre employment checks** are completed and satisfactory. No unsupervised access to children will be permitted until all checks are complete.

As the position you are applying for involves contact with children you will have access to sensitive information relating to these and if you are successful, you will be required to have an **Enhanced DBS Disclosure**. You are required to complete the declaration and provide all relevant details of cautions, convictions or “bind overs”, including those considered as spent under the Rehabilitation of Offenders Act 1974 and all subsequent amendments. Failure to do so may disqualify you from the appointment and, if appointed may render you liable to immediate dismissal without notice. Having a criminal record, or information provided through a Disclosure, may not bar you from employment. As part of Harton Village Kindergartens commitment to safeguarding, further checks will be made throughout your employment.

Any individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children. (Criminal Justice and Court Services Act 2000).

Any offer of employment will include a six month probationary period.

The **equality & diversity monitoring form** is important to us. We have a duty to monitor our recruitment process, and this information helps us to do that. The information you provide on this form will be kept confidential and does not form any part of the recruitment process itself.

Please ensure your application is returned by the time and date specified in the advert to ensure it is considered. Please ensure you pay the correct postage on your application as unpaid postage items are not collected.

Application forms will not be acknowledged. If you do not hear from us within 6 weeks of the closing date you can presume that your application has been unsuccessful. Should this be the case we would like to thank you for the interest you have shown in the post.

For the purposes of the Data Protection Act 1998, Harton Village Kindergarten is the data controller (the user and processor of data). We will ensure all information is kept safe and secure.