Application Form
**Private and Confidential**

Please complete your application form as fully as possible. The information you provide will be assessed against the job description for the role you are applying for. The information given in this application will be treated in the strictest confidence and will only be used for lawful purposes in accordance with the General Data Protection Regulation.

**Essex Wildlife Trust Privacy Notice & Data Protection Policy**

Essex Wildlife Trust (“the Trust”) is a data controller and is registered with the Information Commissioner’s Office (registration number: Z356243X). The Trust may process any personal data about you, including sensitive personal data, which will be used for the purposes of recruitment and employment, in accordance with the Trust’s ​Privacy Notice and Data Protection Policy [essexwt.org.uk/privacy-policy](https://www.essexwt.org.uk/privacy-policy).

**Vacancy Details**

Post Applied for: Senior Nursery Practitioner/Third in Charge

Where did you hear about this vacancy: Click or tap here to enter text.

Do you have existing connections within the Trust: Click or tap here to enter text.

What is your Current notice period: Click or tap here to enter text.

**Your Details**

Title: Click or tap here to enter text.

Full name: Click or tap here to enter text.

Full address: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Contact phone number: Click or tap here to enter text.

**Your Qualifications**

Please list below any qualifications you hold, starting with your most recent.

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| --- | --- | --- |
| School/College/University Attended | From-to(mm/yyyy) | Course Title and Qualification obtained |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| Professional memberships |
| Click or tap here to enter text. |

**Your Employment**

Please note your full employment history from leaving full-time education. Where there is a gap of three months or more, please provide an explanation under ‘Gaps of Employment’ below.

Current or most recent employer: Click or tap here to enter text.

Address: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Main duties and responsibilities: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

Start date:Click or tap here to enter text.

Leave date: Click or tap here to enter text.

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| --- | --- | --- | --- |
| Previous employers and their addresses | Job Title (+ key responsibilities) | Dates | Reason forleaving |
| From | To |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Gaps of Employment**Where there is a gap of three months or more, please provide an explanation. |
| Click or tap here to enter text. |

**Disclosure and Barring Service (DBS) Declaration**

We are committed to equal opportunities, the safeguarding, and promoting the welfare of children and young people. Therefore, all employees are required to undertake a DBS check. Are you happy for Essex Wildlife Trust to carry out an enhanced DBS check if you were successfully appointed to the role? No [ ]  Yes [ ]

Have you ever been convicted of a criminal offence? No [ ]  Yes [ ]

Have you ever received cautions, court orders, reprimands and/or warnings? No [ ]  Yes [ ]

Have you been the subject of any current or previous investigation or enquiry into the abuse of children or vulnerable adults or other inappropriate behaviour?  No [ ]  Yes [ ]

**If you have selected ‘Yes’ to the above, there will be an additional form that you are required to complete at the end of this application.**

**Employment Declaration**

Do you have the Right to Work in the UK?  No [ ]  Yes [ ]

Have you lived outside the UK within the last ten years for more than three months?  No [ ]  Yes [ ]

If Yes, please provide details of every country you have lived in: Click or tap here to enter text.

If offered this position, will you continue to work in any other capacity?  No [ ]  Yes [ ]

If Yes, please provide details: Click or tap here to enter text.

**References**

Please provide the names and contact details of two referees who know you in a professional capacity. One reference should be your most recent employer.

|  |  |
| --- | --- |
| Referee one: Click or tap here to enter text.Relationship to referee: Click or tap here to enter text.Address: Click or tap here to enter text.Telephone number:Click or tap here to enter text.Email address: Click or tap here to enter text. | Referee two: Click or tap here to enter text.Relationship to referee: Click or tap here to enter text.Address: Click or tap here to enter text.Telephone number:Click or tap here to enter text.Email address: Click or tap here to enter text. |

I authorise the Essex Wildlife Trust to contact the referees above before interview: No [ ]  Yes [ ]

By completing this application form, I authorise the Trust to obtain references as indicated above and other previous employers to support this application once an offer has been made and accepted and release the Trust and referees from any liability cause by giving and receiving information.

**Competency-Based Questions**

Please outline what experience you have to meet the following essential skills for this post.

|  |  |
| --- | --- |
| 1. Minimum Level 3 Early Years Qualification with substantial experience of the Early Years Foundation Stage Framework and an understanding of all learning needs. | Click or tap here to enter text. |
| 2. Experience of working in a nursery with high quality provision and good or outstanding Ofsted outcomes. | Click or tap here to enter text. |
| 3. Proven ability of working as a third in charge/senior practitioner in a nursery or having significant responsibilities within a nursery | Click or tap here to enter text. |
| 4. Experience of delivering Forest School to early years and level 3 Forest school qualification and/or understanding and knowledge of the natural world (particularly Essex) and how to manage a site sustainably for the benefits of wildlife and learning. | Click or tap here to enter text. |
| 5. First-hand experience of Ofsted and good understanding of Ofsted requirements to run a good or outstanding nursery. | Click or tap here to enter text. |
| 6. Experience in leading a team of practitioners to support with the delivery of outstanding on a daily basis | Click or tap here to enter text. |
| 7. Proven experience of monitoring and tracking children’s progress within an Early Years setting | Click or tap here to enter text. |
| 8. Experience of health and safety and safeguarding good practice relating to early years. | Click or tap here to enter text. |
| 9. Proven experience of working in a highly organised and proactive way. | Click or tap here to enter text. |
| 10. Proven experience to confidently use excel and word, social media, nursery software to update records and promote the nursery effectively. | Click or tap here to enter text. |
| 11. Summary of interests or hobbies that you feel would contribute to the success of this nursery. | Click or tap here to enter text. |

I confirm that the information I have provided on this form is complete and accurate. I understand that any false statement or omission may disqualify me from employment or make me liable for dismissal or disciplinary action. I give consent for Personal Data divulged in my application and forms for employment to be kept on file (both manual and electronically) for recruitment monitoring and employment purposes. Information will be stored securely in line with the relevant UK Data Protection Laws.

Sign: Click or tap here to enter text.

Date: Click or tap here to enter text.

**Diversity Monitoring Form**

Essex Wildlife Trust is committed to ensuring a fair recruitment process that offers equal opportunities for all. We have created the following optional survey to help us to report on some aspects of diversity from applicants to our job roles. The completion of this form is voluntary and the information you supply will be confidential. The survey asks questions about protected characteristics that are covered under the Equality Act 2010. It also asks questions about socio-economic status to help us monitor social mobility.

The completion of this form is anonymous and the information you supply will be kept confidential in line with data protection legislation. The logged information will be collated with the information provided by other applicants to get baseline anonymised data.

[The survey can be found via this link.](https://forms.office.com/r/Rs15rLxfmf)

**Declaration of Criminal Convictions**

We require all successful applicants to allow Essex Wildlife Trust to process and obtain (at our expense) an Enhanced level criminal background check (including a Barred List check) through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. A copy of our statement on the Recruitment of Ex-offenders can be obtained by contacting hr@essexwt.org.uk.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), applicants are obliged to disclose any cautions, court orders, reprimands and warnings and convictions, both spent and unspent. Please provide details below.

Full name: Click or tap here to enter text.

Post Applied for: Click or tap here to enter text.

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| **Details of Spent Convictions:** |
| Offence | Date Spent |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| **Details of Unspent Convictions:** |
| Offence | Date Spent |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| **Details of Investigations:** |
| If you have been the subject of any current or previous investigation or enquiry into the abuse of children or vulnerable adults or any other inappropriate behaviour, please detail here. |
| Click or tap here to enter text. |

Sign:Click or tap here to enter text..

Date: Click or tap here to enter text.

Please save your application as a Word.doc file named as your full name and the job title of the role for which you are applying for and email to jobs@essexwt.org.uk. Please note, the Trust operates a blind recruitment process and your application form will be anonymised before shortlisting.