



Application Form

Post Applied For			
How did you hear about the vacancy?			
Surname		First Name	
Address			
Postcode			
Email Address			
Home Phone No		Mobile Phone No	

Qualifications

Please detail all qualifications that you may have. It is the Company's Policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. (For additional qualifications please provide these on a separate sheet).

Qualification	Where gained	Date	Grade achieved

Have you completed the following courses within the last 3 years?

Paediatric First Aid	YES	NO	Date: _____
Safeguarding	YES	NO	Date: _____
Food Hygiene	YES	NO	Date: _____

Job History

Please give details of your previous employment history starting with the most recent.

**Most Recent Employer
and Address
Job Title**

Summarise the nature of your work and job responsibilities

Date started

Date left

Reason for leaving

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**2nd Employer and
Address
Job Title**

Summarise the nature of your work and job responsibilities

Date started

Date left

Reason for leaving

--	--	--

**3rd Employer and
Address
Job Title**

Summarise the nature of your work and job responsibilities

Date started

Date left

Reason for leaving

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(Continue on separate sheet if necessary, marked with your name and the post for which you are applying)

Gaps in Employment

If there are any gaps in your employment, please explain in this section.

Date from	Date to	Reason for gap in employment

Relevant Experience

Please state relevant experience, giving examples to each. (A CV can also accompany this Application Form, but this section **must** be completed).

Disclosure and Barring Service

Do you have a current DBS Disclosure? YES NO

Is your DBS portable (are you on the update service)? YES NO

Have you ever been convicted of a criminal offence? YES NO

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence? YES NO

If yes, please provide details below

Other Details

What is the notice required in your present post?

Are you a British subject of a national of any EU country?

If not, do you have the right to work in the UK and a current work permit?

If so, please state the expiry date of your right to work in the UK and/or your work permit.

General Information

Is there any other information you would like to add about yourself? (you may continue to write on a separate sheet if you wish).

Referees

Please submit 3 referees (who can comment on your suitability to work with young children) 1 of which must be a previous employer/teacher:

Name			
Address			
Postcode		Telephone number	
Email			

Name			
Address			
Postcode		Telephone number	
Email			

Name			
Address			
Postcode		Telephone number	
Email			

Candidate information

- Information given on this form is correct and I understand that on appointment any false, incomplete or misleading statements or deliberate omissions may lead to dismissal
- Candidates will be advised of the outcome of their application, as soon as practical.
- We are an Equal Opportunities employer and the successful candidate will be selected on merit only.
- We are committed to Safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We carry out enhanced DBS checks on all staff and volunteers.
- All appointments will be made on the receipt of a satisfactory DBS clearance

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for volunteering. The personal information that you give us will also be used in a confident manner to help us monitor our recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this form, we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

Signature

Date

EQUAL OPPORTUNITIES MONITORING FORM

In strictest confidence

Home from Home Childcarers is committed to a policy of quality of opportunity and aims to provide a working environment which is free from unfair discrimination and will enable staff to fulfil their personal potential. We aim to ensure that no individual is unjustifiably discriminated against on the basis of gender or marital status, race, ethnic or national origin, disability, religious or political beliefs, sexual orientation, age, family circumstances or other irrelevant distinction.

The information you provide will be treated as strictly confidential and will be used only for Equal Opportunities purposes. It will not be taken into consideration for short listing or interviewing purposes.

Home from Home Childcarers will adhere to the Equality Act 2010 which makes it unlawful to discriminate against 'Protected Characteristics'.

1. Gender

Female Male Prefer not to say

2. Ethnicity

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin.

3. Age

Please state your date of birth: _____ Age: _____

4. Religion or Belief

Buddhist Christian Hindu Jewish Muslim Sikh Other

5. Sexual Orientation

Bisexual Gay Woman/Lesbian Gay Man Heterosexual/Straight Other

4. Disability

The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities' Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.

Do you have a disability as defined in the Equality Act 2010?

Yes No Prefer not to say

If yes, please state the nature of your disability or long-term conditions:

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.