**APPLICATION FORM**

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| **Private & Confidential** |
| Applications are invited from people from all sections of the community, irrespective of their marital status, sexuality, disability, race, colour, nationality, ethnic, national origins, or religion, who have the necessary attributes to carry out the job. |
| Post applied for: |  |
| Full name: |  |
| Address:Postcode: |  |
| Tel number/s: |  |
| Email address: |  |
| Date of birth: |  |
| Do you hold a full driving licence? Yes [ ]  No [ ]  If yes, does it have any endorsements/points? Yes [ ]  No [ ]  Details: |
| As part of your role you will be asked to sing, shout, climb, run, dress up, read stories, create displays, presentations and support parenting sessions and fundraising. Are you confident to do this? Yes [ ]  No [ ]  |
| **EDUCATION** |
| Please give details of the educational qualifications you have achieved with dates: |
| Please give details of relevant childcare qualifications of specific courses completed with dates if known: |

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| **WORK HISTORY (Ensure a Gap Free History with reasons for any periods of no employment)** |
| Name & address of employer | From | To | Main Duties | Reason for leaving |
| **SUPPORTING INFORMATION** (continue on a separate sheet if necessary) |
| Please indicate your reasons for applying for the post. You are also invited here to give any additional information which you wish to have taken into account in support of your application, and to list hobbies, spare time activities, interests, membership of voluntary organisations etc. |

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| **REFERENCES**Please give name, address, telephone number/s and email address of two referees, one of whom should be your present/most recent employer. (Preferably in relation to childcare)References may be taken up before the interview, unless otherwise stated. |
| 1. – **Previous Employer Reference** | 2. – **Character Reference** |
| How did you find out about the post? |  |
| **DECLARATION** |
| 1. I acknowledge that an appointment if offered will be subject to satisfactory medical clearance confirming I am in good physical and mental health and have nothing to declare that would affect my ability to work with children under 12 years of age.
2. I declare that I have not been convicted of any criminal offence spent or otherwise (the post is exempt from the Rehabilitation of Offenders Act 1974);
3. I confirm that neither myself or any member of my household has ever had any children taken away from them or been subject to a social services investigation and or been refused fostering a child.
4. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.
5. I acknowledge the importance of keeping my employers updated with any changes to personal information and any legal changes to my circumstances such as court actions or fines.

 Signature ………………………………………………….. Date…………………………………. |
| **SIGN AND PRINT: DATED:** |
| **FOR PERSONNEL / SHORTLISTING COMMITTEE USE ONLY** |
| Shortlisting Date |  |
| Shortlisted Y/N | **Total Scores:** |
| Panel members |  |
| Date of interview |  |
| Comments or further actions / courses to be followed if successful. | Handbook: Yes [ ]  No [ ]  / USB issued: Yes [ ]  No [ ]  / ID Card Issued: Yes [ ]  No[ ]  |
|  Information to be  actioned shared with  successful employee:emplyee | Care Council Framework Induction and dates for completion: Yes [ ]  No [ ] Prevent Online Training: Yes [ ]  No [ ]  Registration for Welsh course: Yes [ ]  No [ ]  National Occupational Standards and Social Care and Well-being info. Yes [ ]  No [ ]   |