

APPLICATION FORM

Please complete this form legibly in black or blue ink and return it on or before the closing date detailed on the covering letter. Late applications will not be considered and only information provided on this application form will be considered. **Curriculum Vitae's will not be accepted.**

Please outline clearly how your qualifications and experience meet the job description and person specification. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary, please name and date them. This application form will form the basis of any contract of employment.

Immaculate Tots Childcare will seek to ensure that all existing and potential employees are given equal opportunities. Immaculate Tots Childcare is committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements that cannot be justified.

1. VACANCY DETAILS

Position applied for: _____

How did you hear about this vacancy? _____

2. PERSONAL DETAILS

Surname:

Telephone number (Home):

Forename(s):

Telephone number (Mobile):

Dr/Mr/Mrs/Ms:

Telephone number (Work):

Address:

Email address:

Postcode:

ELIGIBILITY TO WORK IN THE UK

Do you have permission to work in the UK? Yes No

National Insurance number

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3. EDUCATION

Name of School/College/University/Awarding Body	Type of School/Establishment (Secondary, Sixth form, University)	Qualifications (If shortlisted you will be required to provide original proof of any relevant qualifications)	Grade/Level obtained

Please continue on a separate sheet if required.

4. OTHER TRAINING/SHORT COURSES

Dates	Course title and duration

5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute/Organisation	Grade of Membership (Where appropriate)

6. **EMPLOYMENT RECORD** (Please list chronologically, starting with the current or last employer)

Employers name/address (current most recent first)	Job title and brief description of duties	Date employed (from/to)	Reason for leaving

Please continue on a separate sheet if required.

7. SUPPORTING STATEMENT

Please use the space below to tell us how you feel you meet the criteria outlined in the **person specification**. Please complete this section as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process. If additional space is required, please continue on a separate sheet, making it clear which criteria of the person specification it relates to.

REFEREES

Please give the names and addresses of two referees to whom confidential enquires may be made, one of whom must be your current employer (or if not currently employed, your last employer). If you have been with your employer for less than 3 years, you should also give your previous employer as a referee.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Email address:	Email address:
Capacity in which known to you:	Capacity in which known to you:
May we contact this referee (please delete as appropriate)	May we contact this referee (please delete as appropriate)
Yes No	Yes No

If you are selected for interview Immaculate Tots Childcare will contact your referees. If you do not wish us to contact one or both of the referees before the interview, please specify. Information to be sought from your referees will (as appropriate) include the length of time they have known you, your duties and reasons for leaving, the number of days of sickness absence (not reasons), details of any disciplinary action, your skills/abilities, work relationships and attitudes, strengths and areas for development and your suitability for access to children.

REHABILITATION OF OFFENDERS ACT 1974.

Have you ever been convicted of a criminal offence which under the Act is NOT spent? If yes, you need to supply details (in a separate letter attached to this form). Immaculate Tots Childcare is entitled to check this with the Disclosure & Baring Service.	YES	NO
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Immaculate Tots Childcare is positive about disability and encourages applications from disabled people. If you consider that the provisions of the Disability Discrimination Act 1995 apply to you, please tick the box

If you require assistance at any stage of the process please let us know.

8. DATA PROTECTION LEGISLATION

The information you have provided will be held in compliance with the Data Protection Act 1998.

You are deemed to have given consent for Immaculate Tots Childcare to seek verification of any information you have given in this application.

9. SAFEGUARDING

Immaculate Tots Childcare is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

10. VERIFICATION OF INFORMATION

<p>I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, it may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed.</p> <p>Any offer of employment is subject to receipt of satisfactory references, medical assessment and Enhanced DBS Check.</p> <p>Signature: _____ Date: ____/____/____</p>
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