### CHARNWOOD TRUST NURSERY SCHOOL AND FAMILY CENTRE

### APPLICATION FORM

For the post of…**Lunchtime Assistant**

 **PERSONAL INFORMATION**

Surname ...................................................................................................

 Forenames ...................................................................................................

 Address for ...................................................................................................

 correspondence ...................................................................................................

 Permanent address ...................................................................................................

 (if different) ...................................................................................................

 Telephone number ........................................ Mobile ………….............................

 Email …………………………………………………………………………

If called for interview, are there any access or other issues you would wish to be

taken into account ……………………………………………………………………….

Where did you see the advert for this role? …………………………………………………….

 **EDUCATION AND TRAINING**

Name of Secondary School, Dates of attendance

 College and / or University

 **QUALIFICATIONS**

Give details of classification where known.

If preparing for a qualification, please indicate.

 Qualification Obtained Name of Examining Body Date of Examination

 **WORK EXPERIENCES**

PRESENT APPOINTMENT

Status:

 ...................................................................................................

 Employer ....................................................................................................

 ....................................................................................................

 Date of Appointment ................................. Present Salary ...........................

PREVIOUS APPOINTMENTS (in chronological order)

Please explain any gaps

PostEmployer Full/Part Time From - To

**FURTHER PARTICULARS**:

Please use this section to tell us how your profile matches the profile we think the role requires, and how your experience will enable you to carry out the role.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REFEREES:** if you are invited for interview, a confidential approach will be made to obtain a report on your suitability for this post. At least one of your referees should be your current employer (or previous if not working), please advise if you would prefer your employer reference to be taken up after interview.

 **Name .....................................................................................**

 **Email Address ……………………………………………………………..**

 **Address .....................................................................................**

 **.....................................................................................**

 **....................................................................................**

 **Position ............................................**

**Name .....................................................................................**

 **Email Address ……………………………………………………………..**

 **Address .....................................................................................**

 **.....................................................................................**

 **....................................................................................**

 **Position ............................................**

**Optional third ref.** (this could be someone like a Church Leader/ person you have volunteered with)

**Name .....................................................................................**

 **Email Address ……………………………………………………………..**

 **Address .....................................................................................**

 **.....................................................................................**

 **....................................................................................**

 **Position ............................................**

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, and that all the questions relating to me have been accurately and fully answered. I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and vulnerable adults.

Signed: ......................................................... Date: ...............................................

(emailed applications will be signed if / when attending for interview)

As this post involves substantial contact with children, the successful applicant who is offered the appointment will be required to submit to a criminal records check before the position can be confirmed. We therefore request that applicants complete the attached Voluntary Disclosure Form as part of their application. It is stressed that a criminal record will not necessarily be a bar to appointment, but if the nature of any matters revealed could be considered to place children or vulnerable adults at risk, then safeguarding will always take priority.

Application forms should be returned by post to:

Amanda Needham

Charnwood Business Lead

Charnwood Nursery and Family Centre, St. Paul's Road, Heaton Moor, Stockport SK4 4RY Or Email:  hr@charnwoodnursery.org.uk

**CHARNWOOD TRUST NURSERY SCHOOL & FAMILY CENTRE**

**Self Declaration form**

**THIS PART OF THE APPLICATION FORM IS STRICTLY CONFIDENTIAL, AND WILL NOT BE SHARED WITH ANYONE OUTSIDE THE RECRUITMENT PROCESS**

As an organisation we undertake to meet the requirements of the Data Protection Act 1998 and all relevant recruitment and employment legislation. Following interview, the successful applicant will be informed of the outcome subject to enhanced DBS and other checks.

All applicants are asked to complete this form and return separately by post to:

 Amanda Needham (confidential)

Charnwood Trust Nursery School & Family Centre

 St Paul’s Road

 Heaton Moor

 Stockport SK4 4RY

Or by email to: hr@charnwoodnursery.org.uk

**1 ELIGIBILITY TO WORK IN THE UK**

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview, you will be asked to provide that proof of your work entitlements.

Do you have an entitlement to work in the UK?

Yes No (please select)

**2 CRIMINAL OFFENCES**

Have you ever been charged with, cautioned or convicted in relation to any criminal offence,

or are you at present the subject of criminal investigations/pending prosecution?

 Yes No (please select)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led

to the offence(s).

**3 INVESTIGATIONS**

This section concerns relevant non-conviction information. Please complete this section because the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn’t lead to a criminal conviction?

 Yes No (please select)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to and investigated by any Social Services Department/ Children’s or Adult Social Care/ Education Department etc

 Yes No (please select)

If yes, please provide details.

Has there ever been any cause for concern regarding your conduct with children, young people, or vulnerable adults?

 Yes No (please select)

If yes, please give details. Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

**4 DECLARATION**

To help us ensure that we are complying with all relevant safeguarding legislation, please complete the following declaration.

I (full name) ……………………………………………………………………………………………,

of (address) ……………………………………………………………………………………………

 ……………………………………………………………………………………………,

confirm that the information given above is accurate and correct and I am not subject to any disqualifications preventing me from working with children. I understand that withholding any relevant information either before or after becoming employed may lead to suspension and the termination of that employment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(emailed forms will be signed if / when attending for interview)