**Application Form**

If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially, unless requested by an appropriate authority.

**1. Personal Details**

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maiden/Former name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place of birth \_\_\_\_ /\_\_\_\_\_ /\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Tel No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you lived at the above address?\_\_\_\_\_\_\_\_\_\_\_ Years \_\_\_\_\_\_\_\_\_\_\_\_\_Months

If less than 5 years, please give previous address(es) with dates

From \_\_\_ /\_\_\_ /\_\_\_ To \_\_\_ /\_\_\_ /\_\_\_

Previous Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please continue on additional sheet as required

Please tell us about any previous experience of acting as a volunteer

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Please give details of previous experience of looking after or working with children and/or young people. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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Have you ever had an offer to work with children/young people declined?

  YES  NO (Please tick)

If yes, please give details

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Do you suffer, or have you suffered, from any illness, which may directly affect your work with children or young people?  YES  NO (Please tick)

If yes, please give details.

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**2. Employment History**

Please tell us about your past and current employment / voluntary work in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers Name and Address** | **Employed From (Date)** | **Employed to** **(Date)** | **Job Title & Description** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3.** Are you currently working in any other child care position in either a voluntary or
 paid capacity? If yes please give details:

Name of the organisation:

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact person in organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post you are employed in (please give details of your duties):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**4. References**

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working as a volunteer, one of these should be your present employment (paid or voluntary). We reserve the right to take up character references from any other individuals deemed necessary.

**1)**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2)**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and send in with your application form (the person responsible for processing Criminal Records Bureau Checks) with whom you are welcome to discuss any aspects of this procedure.

**Disclosure Check:** please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with children.

*NB For posts working in England and Wales and Northern Ireland a disclosure check can also be undertaken on those working with vulnerable adults.*

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, and the Criminal Justice and Court Services Act 2000.

**Self-Declaration Form for a position requiring Disclosure.**

**STRICTLY CONFIDENTIAL**

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of organisation processing Criminal Records Bureau checks)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disclosures**

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigation/pending prosecution?

 YES  NO (Please tick)

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). Continue on a separate sheet if necessary.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Police Investigations** – this should include relevant police non-conviction information. Please complete this section if 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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services / the Social Work Department?

 YES  NO

(Please tick) If yes, please provide details, we will need to discuss this with you.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

 YES  NO (Please tick) If yes, please give details and dates

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has there ever been any cause for concern regarding your conduct with children? Please include any disciplinary action taken by an employer in relation to your behaviour to children.

 YES  NO (Please tick) If yes, please give details

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DECLARATION**

To help us ensure that we are complying with child protection laws, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of

(address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999.

I agree to inform the person within the organisation responsible for processing applications for Criminal Records Bureau checks if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform the person within the organisation responsible for processing applications for Criminal Records Bureau if I become the subject of a police and/or social services/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

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

**Asylum and Immigrations Act 1996 – Documents List**

**Under Section 8 of the Asylum and Immigration Act 1996, 3 Corners must not employ people who do not have the right to live and work in the UK. As a result, if you continue with your application and we ask you to interview, you will need to bring with you one of the documents from list one below or one of the combinations of documents from list two.**

**List One - Documents you can provide on their own**

* A passport showing that the holder is a British citizen or has a right of abode in the United Kingdom.
* A document showing that the holder is a national of a European Economic Area Country or Switzerland. This must be a national passport or national identity card.
* A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
* A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
* A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
* A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
* An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

**List Two**

**First Combination**

A document giving the person’s permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency

**AND** one from:

* A full birth certificate issued in the United Kingdom, which includes the names of the holder’s parents.
* A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
* A certificate of registration or naturalisation stating that the holder is a British citizen.
* A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay.
* A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work we are offering.
* An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay.
* An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work we are offering.

**Second Combination**

A work permit or other approval to take employment that has been issued by Work Permits UK

**AND**either:

* A passport or other travel document that shows that you can stay in the United Kingdom and can take employment covered by the work permit
* A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

**Job Description**

**Practitioner**

**Scope of Position**

 To work as a member of the team to ensure that all children attending the setting receive high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs.

**Key Responsibilities**

Childcare and Education

Provide high standards of quality within the setting including the environment, resources and experiences offered to children.

Observe, support and extend children's learning.

Plan appropriately for children using the Early Years Foundation Stage (EYFS) curriculum for guidance.

Maintain accurate and effective children’s records.

Work in partnership with parents/carers and other family members.

 Demonstrate good practice with regard to special needs and inclusion.

Ensure that children are kept safe and that staff understand, and when necessary follow, Safeguarding Procedures.

Ensure that the nutritional needs of the children are met and that Food Safety Regulations are complied with.

Work with other agencies as appropriate.

 Comply with the statutory framework for the EYFS and other relevant legislation including the Children Act 1989 and 2004.

Learn about current developments in childcare and education**.**

Be a key person, carrying out all related responsibilities in building relationships with a small group of children and their families.

**Health and Safety**

Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.

Adhere to all Health and Safety policies and procedures.

Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.

 Operate the highest standard of hygiene and cleanliness in the nappy changing area and food surface areas.

**Staff**

Work as a team with other staff members.

Be responsible for participating in all self-development activities including appraisals, supervisions etc.

**General**

 Undertake any other duties as reasonably requested by line management.

Adhere to all company policies and procedures.

Ensure the company’s policies on diversity and equal opportunities are adhered to.

**Person Specification**

**Practitioner**

**Please Note: You will be shortlisted based on how well you meet the criteria in this person specification**

**Essential Criteria Desirable Criteria**

|  |  |
| --- | --- |
| **Essential Criteria** | **Desirable Criteria** |
| Experience of working with 0 – 5 years  | Experience of working with 5 – 11 years |
| **Education and Training** |  |
| A Childcare and Education qualification at level 2  | A Childcare and Education qualification at level 3 or above.Paediatric First Aid certificate |
| **Knowledge** |  |
| A sound knowledge of child development from birth to five years.An understanding of the Early Years Foundation Stage 2014 (EYFS) curriculum.An understanding of a play based approach to children’s learning and development.Awareness of safeguarding procedures. | Understanding the role of the ‘key person’Knowledge of safeguarding procedures |
| **Skills and Abilities** |  |
| Good communication skills both written and oral.Ability to develop effective relationships with colleagues, parents and outside agencies. |  |
| **Other Requirements** |  |
| An understanding of and commitment to equal opportunities.A willingness to undertake further relevant training including some evenings and weekends. | An understanding of Health and Safety in the workplace. |