



Internal use only
Reference no:
Date received:

## Employment Application Form: Support

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Checks will be carried out to verify the contents of your application form. Please complete the form in black ink or type. C.V.s are not accepted.

<b>Vacancy job title:</b>	PRE-SCHOOL PRACTITIONER (KEYWORKER)
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### Part 1: Information for Shortlisting and Interviewing

<b>Preferred Title:</b>	
<b>Initials:</b>	
<b>Surname or Family Name:</b>	

#### 1. Letter of Application

Please enclose a letter of application.

#### 2. Current or Most Recent Employment:

<b>Name and address of employer:</b>	
<b>Job title:</b> Please enclose a copy of the job description, if possible	
<b>Date appointed to current post:</b>	
<b>Current salary:</b>	
<b>Date available to begin new job:</b>	

### 3. Full Chronological History

Please provide a full history, in date order - most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title or position	Name and address of setting, other employer, or description of activity	Type of setting, if applicable	Full or part-time
<b>Dates (DD/MM/YYYY)</b>		<b>Reason for leaving:</b>	
<b>From:</b>	<b>To:</b>		

Job title or position	Name and address of setting, other employer, or description of activity	Type of setting, if applicable	Full or part-time
<b>Dates (DD/MM/YYYY)</b>		<b>Reason for leaving:</b>	
<b>From:</b>	<b>To:</b>		

Job title or position	Name and address of setting, other employer, or description of activity	Type of setting, if applicable	Full or part-time
<b>Dates (DD/MM/YYYY)</b>		<b>Reason for leaving:</b>	
<b>From:</b>	<b>To:</b>		

Please enclose a continuation sheet if necessary.

4. Secondary Education and Qualifications (GCSEs, A-levels, B-Tec etc)

Name of school, town & postcode		Examination(s) passed – Grade C or above		
		Level	Grade	Subject
From:	To:			

5. Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are **relevant to the job application**.

Name of FE college, university or awarding body	Dates		Full or part-time	Qualifications obtained
	From	To		

## 6. Other Relevant Experience, Interests and Skills

## 7. Referees

Please provide details of two people to whom reference may be made. The first referee must be your present or most recent employer. If you are not currently working in childcare please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview, in line with the most recent version of Keeping Children Safe in Education statutory guidance.

### First Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes  No

### Second Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes  No

## 8. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary.
- Performance history.
- All formal time-limited capability warnings which have not passed the expiration date.
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns.
- Details of any child protection concerns, and if so, the outcome of any enquiry.
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing below I consent to my named referees being contacted in accordance with the above.

Sign:			
Print:		Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

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**Part 2** This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

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**9. Personal Information**

<b>1. Surname or family name:</b>											
<b>2. Forenames:</b>											
<b>3. Title:</b>											
<b>4. Current address:</b>											
<b>Postcode:</b>	<table border="1" style="display: inline-table;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
<b>5. Home telephone number:</b>											
<b>6. Mobile telephone number:</b>											
<b>7. Email address:</b>											
<b>8. Do you have a current, full, clean driving licence?</b> <i>(Only applicable for posts that require driving)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A										
<b>9. Do you require sponsorship (previously a work permit)?</b> If YES please provide details under separate cover.	<input type="checkbox"/> Yes <input type="checkbox"/> No										

**10. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs**

It is the School’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.



## 11. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice on our website.

The person responsible for Data Protection in our organisation is Gail Gilbert and you can contact her with any questions relating to our handling of your data. You can contact her by raundsplaymates@gmail.com.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

## 12. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or committee member will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination (depending on the appointment type).
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

## 13. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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### Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnicity	Workforce census code		✓
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy / Roma	
	WOTH	Any other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Any other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Any other Asian background	
Black or Black British	BCRB	Black – Caribbean	
	BAFR	Black – African	
	BOTH	Any other Black background	
Other ethnic group	ARAB	Arab	
	CHNE	Chinese	
	REFU	Refused/Prefer Not to Say	
	OOTH	Any other ethnic group	

Sexual orientation	✓
Bi-sexual	
Gay Man	
Gay Woman	
Heterosexual	
Other	
Prefer not to say	

Personal relationship	✓
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Gender	✓
Female	
Male	
Transgender	
Prefer not to say	

Religion or belief	✓
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Write in)	
Prefer not to say	

Disability	✓
Do you consider that you have a disability?	
Yes - Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

## PERSONAL SPECIFICATION – KEYWORKER

Criteria	Essential	Desired
<b>Qualifications</b>	<p>Childcare level 3 or above</p> <p>Supporting children with SEN</p> <p>Safeguarding</p>	<p>Specific training for under 3s</p> <p>SEN training or qualifications</p> <p>First aid</p> <p>Food hygiene</p>
<b>Experience</b>	<p>Minimum 2 years' experience in keyworker role</p> <p>Previous role(s) working with children aged birth to 2½ years</p> <p>Completion of summaries and reports on individual children</p>	<p>Working with SEN children</p> <p>Using online childcare management system</p> <p>Previous role(s) working with children aged 2 to 3 years</p>
<b>Knowledge</b>	<p>Excellent understanding of the EYFS</p> <p>Use children's records and tracking to identify concerns of level of achievement</p> <p>Strong understanding of sensory and age appropriate play</p>	<p>Record of regular CPD</p>
<b>Skills &amp; Abilities</b>	<p>Computer literate</p> <p>Able to communicate on all levels</p> <p>Able to work as part of a team</p> <p>Able to use initiative to manage workload</p>	<p>Able to share knowledge and improve outcomes for children</p> <p>Confident to ask for help when needed</p>
<b>Personal Attributes</b>	<p>Strong desire to work with children</p> <p>Ability to be creative, dynamic, proactive and passionate about working with children</p> <p>Shows empathy and understanding, able to support families</p> <p>Desire for CPD to improve practice</p> <p>Enthusiasm to share ideas with colleagues and families</p>	<p>Use own time to research new ideas and legislation</p> <p>Have a flexible approach to working days/hours</p>

# Job Description

## Post Title: Pre-school Practitioner with Keyworker status

Playmates Pre-school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, children and volunteers to share this commitment.

Purpose:	<ol style="list-style-type: none"> <li>1) To play a key role in providing high quality care and education to children aged between 2 – 4 years of age through the Early Years Foundation Stage (EYFS).</li> <li>2) To be responsible for all statutory requirements of a keygroup of children based on the EYFS.</li> <li>3) Provide a duty of care to children, colleagues, parents and volunteers.</li> <li>4) Adhere to the Pre-school's Confidentiality Policy</li> <li>5) Always demonstrate professionalism.</li> </ol>
Reporting to:	Marrilynn, Kellie, Gail
Main Duties:	<ul style="list-style-type: none"> <li>• Using the EYFS to offer learning opportunities for children aged between 2-4 years of age.</li> <li>• Ensure you are up to date with the EYFS curriculum at all times.</li> <li>• Evaluate your activity (planned or child led) within each session, consider extending.</li> <li>• Provide evidence via Family (not exclusively) to support children's tracking and progress.</li> <li>• Plan and provide a range of activities based around children's interests or planned learning experiences to promote learning experiences</li> <li>• Interact positively to build children's knowledge by engaging in their play and extending activities</li> <li>• Maintain the safety and cleanliness of your allocated area, during session and as you leave.</li> <li>• Communicate effectively with parents/carers and other professionals either face-to-face, via telephone or electronically.</li> <li>• Respond appropriately to unwanted behaviour using the 1,2,3 Magic approach. Manage child behaviour appropriately.</li> </ul>
General:	<ul style="list-style-type: none"> <li>• Inform the designated safeguarding leader of any allegation of a safeguarding concern made against you or another adult/child.</li> <li>• Identify personal training needs to support all or individual children.</li> <li>• Contribute to, and work to, all existing and new policies and procedures.</li> <li>• Attend meetings as required as part of the role.</li> <li>• To support children and colleagues by applying a unified approach in dealing with child behaviour issues.</li> <li>• Share information to the Inclusion Manager and SEND-Coordinator to support individual children.</li> <li>• Carry out targets set for your key children during every session, ensuring the outcomes are recorded on each child's target sheet.</li> <li>• Support the Pre-school outside of normal working hours for meetings, fundraising and other projects</li> </ul>
Other Specific Duties:	<ul style="list-style-type: none"> <li>• To continue professional development using outside agencies or in-house opportunities.</li> <li>• Help children with toileting and to change nappies as directed.</li> <li>• Have due regard for safeguarding and promoting the welfare of children and young people by following the Setting's Safeguarding Policy.</li> <li>• Employees will be expected to comply with any reasonable request from senior staff or the management committee that is not specified in this job description.</li> <li>• Employees are expected to arrive for work with a pleasant persona appropriate for a childcare facility. You will be courteous to colleagues and</li> </ul>

	<p>provide a welcoming environment to visitors and when answering telephone calls.</p> <ul style="list-style-type: none"> <li>• The Setting will endeavour to make any necessary, reasonable adjustments to the job and working environment to enable opportunities for disabled persons</li> <li>• The Setting will make reasonable adjustments to support continued employment for any employee who develops a disabling condition.</li> <li>• Administer first aid to children, staff and adults when necessary.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> </ul>	
<p>Knowledge, Experience and Training Required:</p>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• The post holder must have a level 3, or equivalent, in childcare</li> <li>• at least 2 years' experience in a keyworker role/room leader</li> <li>• a good general education to Maths and English GCSE/O level or functional skills to at least level 2.</li> <li>• Competent in the use of IT.</li> <li>• Possess good written and verbal communication skills.</li> <li>• Previous experience of managing a keygroup of children.</li> <li>• Highly competent in preparing, managing and reporting a wide range of activities</li> <li>• Organised, able to prioritise and use initiative. Flexible approach to work requirements</li> </ul>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>• Related qualifications on core subjects</li> <li>• first aid</li> <li>• safeguarding</li> <li>• food hygiene</li> <li>• working with SEND</li> <li>• Willingness to undertake further relevant training and qualifications</li> <li>• Experience of using an online learning journal</li> <li>• Maths and English qualifications to GCSE/O level</li> <li>• Experience in supporting children with varying needs and abilities</li> <li>• Ability to work or volunteer during unsocial hours.</li> </ul>