



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.

Vacancy job title:	EARLY YEARS PRACTITIONER (KEYWORKER)
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Part 1: Information for Shortlisting and Interviewing

Preferred Title:	
Initials:	
Surname or Family Name:	

1. Letter of Application

Please enclose a letter of application.

2. Current or Most Recent Employment:

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

3. 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
		<input type="checkbox"/> Pre-school <input type="checkbox"/> Nursery <input type="checkbox"/> Childminder <input type="checkbox"/> Other	<input type="checkbox"/> Full <input type="checkbox"/> Part
Dates (DD/MM/YYYY)		Reason for leaving:	
From:	To:		

Job title or position	Name and address of setting, other employer, or description of activity	Type of setting, if applicable	Full or part-time
		<input type="checkbox"/> Pre-school <input type="checkbox"/> Nursery <input type="checkbox"/> Childminder <input type="checkbox"/> Other	<input type="checkbox"/> Full <input type="checkbox"/> Part
Dates (DD/MM/YYYY)		Reason for leaving:	
From:	To:		

Job title or position	Name and address of setting, other employer, or description of activity	Type of setting, if applicable	Full or part-time
		<input type="checkbox"/> Pre-school <input type="checkbox"/> Nursery <input type="checkbox"/> Childminder <input type="checkbox"/> Other	<input type="checkbox"/> Full <input type="checkbox"/> Part
Dates (DD/MM/YYYY)		Reason for leaving:	
From:	To:		

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
				Maths
				English
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 further education, college, university or awarding body	Dates		Full or part-time	Qualifications obtained
	From	To		
			<input type="checkbox"/> Full <input type="checkbox"/> Part	
			<input type="checkbox"/> Full <input type="checkbox"/> Part	
			<input type="checkbox"/> Full <input type="checkbox"/> Part	
			<input type="checkbox"/> Full <input type="checkbox"/> Part	

6. **Other Relevant Experience, Interests and Skills** *(this is your opportunity to tell us why we need to employ you).*

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 statutory guidance.

First Referee: I consent to this reference being requested before interview.

YES

☐

NO

☐

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

Second Referee: I consent to this reference being requested before interview.

YES

☐

NO

☐

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

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, we 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 via email to raundsplaymates@gmail.com.

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Part 2

Internal use
only
Date received:

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.

9. Personal Information

1. Surname or family name:									
2. Forenames:									
3. Title:									
4. Current address:									
	Postcode: <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
5. Home telephone number:									
6. Mobile telephone number:									
7. Email address:									
8. Do you have a current, full, clean driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
9. Do you require sponsorship (previously a work permit)? 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 Pre-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; 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 working with children or vulnerable adults. 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.

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 emailing raundsplaymates@gmail.com.

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

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		

Disability	
Do you consider that you have a disability?	
<input type="checkbox"/> Yes (<i>Please complete below</i>)	
<input type="checkbox"/> No	
<input type="checkbox"/> Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other (<i>please give details here</i>)	

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 below)	

PERSONAL SPECIFICATION – KEYWORKER

Criteria	Essential	Desired
Qualifications and/or training	<ul style="list-style-type: none"> <input type="checkbox"/> Childcare level 2 or above <input type="checkbox"/> SEN training 	<ul style="list-style-type: none"> <input type="checkbox"/> Level 3 or above <input type="checkbox"/> Safeguarding <input type="checkbox"/> First aid <input type="checkbox"/> Food hygiene
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Minimum 2 years' experience in keyworker role <input type="checkbox"/> Previous role(s) working with children aged 2 - 4 years. <input type="checkbox"/> Passion for providing a suitable environment where all children can learn and achieve. <input type="checkbox"/> Confidence in recording children's progress and development and involving parents/families with children's learning. 	<ul style="list-style-type: none"> <input type="checkbox"/> Using online childcare management system
Knowledge	<ul style="list-style-type: none"> <input type="checkbox"/> Excellent understanding of the EYFS framework <input type="checkbox"/> Ability to use own knowledge and children's records to identify achievement levels and next steps. <input type="checkbox"/> Strong understanding of sensory and age-appropriate play 	<ul style="list-style-type: none"> <input type="checkbox"/> Record of regular CPD <input type="checkbox"/> Input of designing an appropriate curriculum based on the EYFS. <input type="checkbox"/> Teaching children with English as an additional language
Skills & Abilities	<ul style="list-style-type: none"> <input type="checkbox"/> Computer literate <input type="checkbox"/> Able to communicate on all levels. <input type="checkbox"/> Able to work as part of a team. <input type="checkbox"/> Able to use initiative to manage own workload 	<ul style="list-style-type: none"> <input type="checkbox"/> Able to share knowledge to improve outcomes for children. <input type="checkbox"/> Confident to ask for help when needed
Personal Attributes	<ul style="list-style-type: none"> <input type="checkbox"/> Strong desire to work with children. <input type="checkbox"/> Ability to be creative, dynamic, pro-active and passionate about working with children. <input type="checkbox"/> Show empathy and understanding, able to support families. <input type="checkbox"/> Desire for CPD to continuously improve practice. <input type="checkbox"/> Enthusiasm to share ideas with colleagues and families. 	<ul style="list-style-type: none"> <input type="checkbox"/> Use own time to research new ideas/strategies and legislation. <input type="checkbox"/> Have a flexible approach to working days/hours