



LITTLE JEMS CHILD CARE

Application Form

Little Jems childcare is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.

Please read the application form guidelines before you complete this form.

SECTION A		Job Details	
Job applied for:			
Location:			
Job Reference Number:			
SECTION B		Personal Information	
Surname:			
First Name:			
What title do you use? (For e.g., Mr./Mrs./Miss/MS/Dr):		Date of Birth:	
Address (including post code):			
How may we contact you quickly?		Daytime	Evening
Telephone Number:			
Mobile Number:			
Email Address: This address may be used to contact you during the recruitment process.			
SECTION C		Current or most recent Employment/Voluntary Work	
Name and address of organization:		Job held:	Current Salary/Pay Rate:
		Date of appointment:	Length of notice:
Summary of duties and responsibilities:			
Are you currently in employment?		If no, please state the date	

Yes <input type="checkbox"/> No <input type="checkbox"/>	when last employment ended and the reason:	
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SECTION D		Educational and Professional/Specialist Qualifications	
Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview. (Please use an additional sheet if necessary)			
Name and address of School, College or University attended:	Qualifications: (for example NVQ, GCSE, A level, Degree)	A	Grade/Result received:

SECTION E		Training relevant to this post. (Please use an additional sheet if necessary)	
Name of Organization:	Name of specialist training courses:		Result received:

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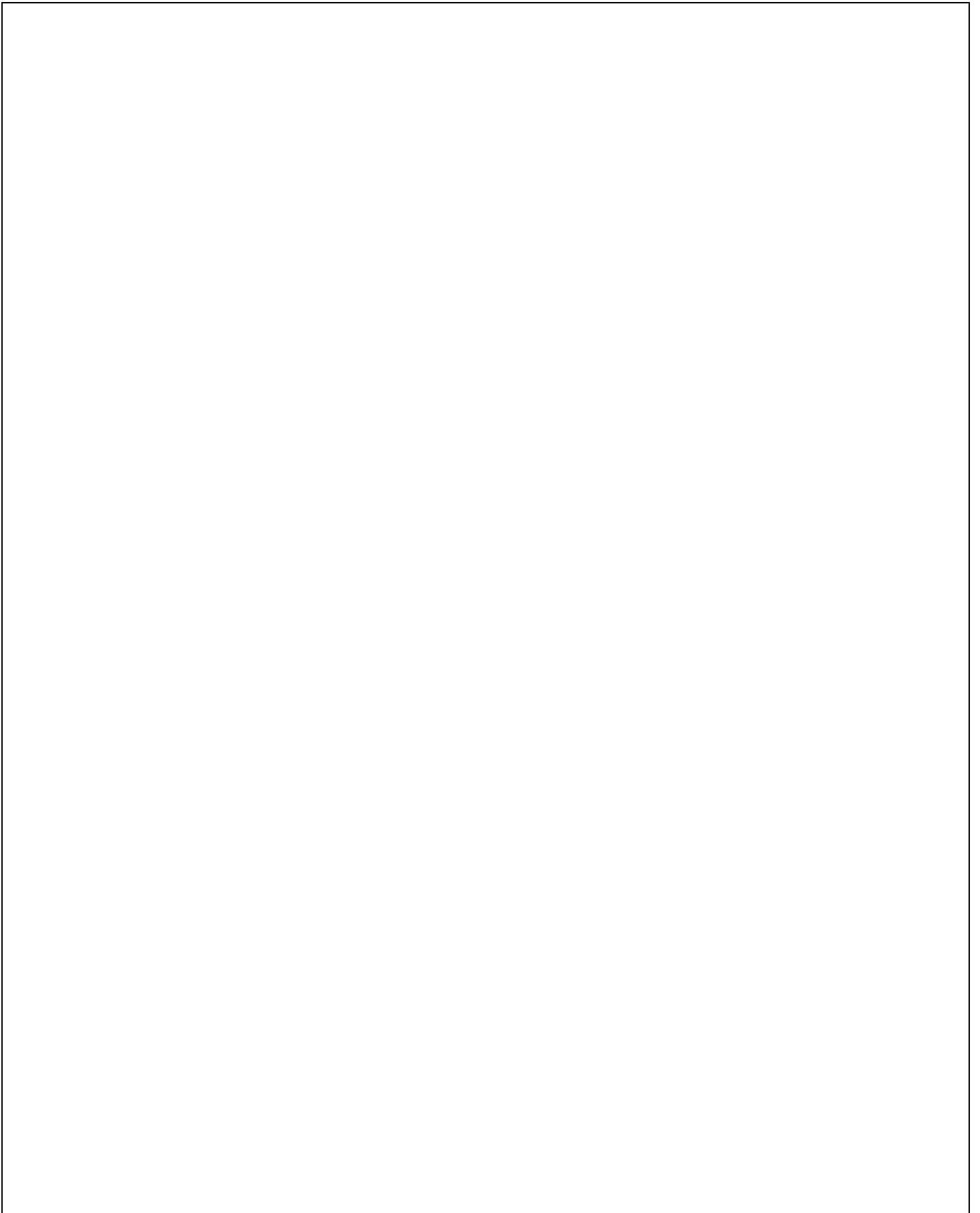
SECTION F	Employment History
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Please give details of your full employment history in date order starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education, without any gaps.
 (Please use an additional sheet if necessary)

Organization's name and address:	Employment dates to nearest month		Your role:	Reason for leaving:
	From:	To:		

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SECTION G	Additional Information
<p>With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short-listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience.</p> <p>(Please use an additional sheet if necessary)</p>	





SECTION H	References
<p>Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organization, if applicable. The person you name must hold a managerial or personnel position in that organization and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.</p> <p>Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organization where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment in these circumstances, we will then seek to gain your current employer as a referee.</p> <p>If you are unable to provide your employer's details for reference purposes at that time your application will not be pursued further. If you are not currently employed we will require details from your last employer.</p> <p>The referees provided will be asked if you have any live disciplinary offences and about any 'time expired' disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.</p> <p>PLEASE NOTE THAT Little Jems Childcare reserves the right to ask you for permission to contact a referee from any organization you have been associated with. This can be in addition to, or instead of, the names you supply.</p>	

Referee from Present or Last Employer/Voluntary Organization			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Second Referee			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Referee - please provide an additional referee below if we are unable to contact your present employer prior to interview.			
Referee Name:		Job Title:	

Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION I	Further Information	
1.	Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfES, OFSTED or been placed on List 99, POVA or PoCA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'yes' to questions 1 or 2, please give details below:		
3.	The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974'. You will be required at interview stage to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind over's, warnings/cautions, or reprimands. Do you understand the above and agree to declare this information?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION J	Declaration	
<p>I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.</p> <p>I understand that any subsequent contract of employment with the Nursery will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.</p>		
Signature:		Date:

Data Protection Act 1998: Assurance of Fair Processing: We will hold on computerized records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organizations or individuals with whom we consult regarding human resource related matters.

We will safeguard personal details and will not divulge them to any other individuals or organizations for any other purposes.

Please return your completed application form to:

40 Manor Close,

Thamesmead, London.

SE28 8EY

Monitoring Equality and Diversity in Employment

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Little Jems Childcare recognizes and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion, or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly.

To help us monitor this Policy, please answer the questions below for your application to be considered. Completion of Section A is required. Completion of Section B is at your discretion.

SECTION A		
Your full name:	Title:	Date of Birth:
Gender: {please specify}	National Insurance Number:	
Other names you have been known by:		
Please state where you saw this post advertised:		

SECTION B							
a) Ethnic Classification Which of the following groups do you feel best describes your ethnic origin?							
Asian/Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian background, please specify
Black/Black British	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Please specify background
Chinese or other Ethnic	Chinese	<input type="checkbox"/>	Any other Ethnic group			<input type="checkbox"/>	Please specify Ethnic Group
Mixed	White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Other Mixed background, please specify
White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any other Mixed background	<input type="checkbox"/>	Please specify background
b) Disability: The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long term effect on the person's ability to carry out day to day activities'.							
Do you consider yourself to have a disability under the Disability Discrimination Act 1995? {Please select Yes/No as appropriate)						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered 'yes' please complete the form overleaf.							
c) Sexual Orientation: Which of the following do you feel best describes your sexual orientation?							
Lesbian	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
d) Religion/Faith/Belief: Which of the following groups do you feel best describes you							
Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	No Religion	<input type="checkbox"/>	Other please	<input type="checkbox"/>

What do we mean by disability?

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

How do I apply?

Simply complete this section and read the declaration below and sign.

Please give details of your disability:
Are there any arrangements that may be required to be made should you be invited for interview?

We will try to provide access, equipment, or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

<p>Declaration:</p> <p>I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme:</p> <p>Signature:</p> <p>Name:</p>
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Any false declaration of disability to obtain an interview will invalidate any contract of employment.

Application Form Guidelines

Please read these notes carefully before you complete the application form.

Introduction

We use an application form, rather than asking.

for CVs to make sure that we treat all applicants fairly and equally. The application form ensures that all applicants present their information in the same standardized format and only tell us what we need to know.

Please do not attach a CV - even if you do, we will not consider it.

- Please complete the form using black ink or a computer
- If any section does not apply to you, please write N/A

The following notes will help you complete the application form.

SECTION A Job Details

- Please insert the title, the location, and the reference number of the job you are applying for.

SECTION B Personal Information

- Please complete this accurately so we can contact you during your application.

SECTION C Current or most recent Employment/Voluntary Work

- Briefly describe the duties and responsibilities you held during this employment. Include any duties that you consider to be of relevance to the post you are applying for.
- Provide details of any other jobs (paid or unpaid) that you intend to continue doing. (Working Time Regulations require us to monitor the hours that you work each week, including those you work in other organizations).
- Indicate whether you are currently employed.

SECTION D & E Education and Professional/Specialist Qualifications & Training

- Please list any qualifications and relevant training you have gained and grades.

SECTION F Employment History

- Please give details of your full employment history in date order. You must list all employment, career breaks, and periods of unemployment, education, and voluntary work without any gaps. In accordance with the 'Safer Recruitment' Guidelines we ask for employment dates for posts that are working with children and vulnerable adults.

SECTION G Additional Information

- Please follow the guidance in Section G of the application form.

SECTION H References

- Please follow the guidance in Section H of the application form.

SECTION I Further Information

- Please answer Yes or No as requested.
- Please read the information enclosed about the Rehabilitation of Offenders Act 1974. The post you are applying for is exempt from this Act.

SECTION J Declaration

• Please read and sign the declaration. Giving false information may result in withdrawal of offer or dismissal.

Monitoring Equality and Diversity in Employment form

For your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

Monitoring Equal Opportunities Guidelines

We have adopted an Equal Opportunities Policy, to meet the needs of our diverse community, and to comply with equal opportunities legislation. This means that we welcome applications regardless of:

- Age
- Color
- Disability
- Ethnic or National Origins
- Marital status
- Nationality
- Political Belief
- Race
- Religion or Belief
- Sexual Orientation
- Trade union membership and activity
- Unrelated criminal convictions

We also undertake to treat all job applications and employees fairly.

To ensure that we are not discriminating unfairly and to measure how effective our Equal Opportunities Policy is, (and for no other purpose) we monitor all job applicants and employees by ethnic origin, gender, disability, sexual orientation, religion or belief and age.

Equal Opportunities Policy Statement

We are committed to Equal Opportunities. We wholeheartedly accept our legal obligations under:

- The Race Relations Act 1976; the Race Relations (Amendment) Act 2000; and the Race Relations

(Amendment) Regulations 2003

- The Sex Discrimination Acts 1975, 1986 and 1999 (as amended)
- The Employment Equality (Religious Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Disability Discrimination Act 1995
- Employment Equality Act (Age) Regulations 2006

These Acts make it generally unlawful to discriminate unfairly on the grounds of:

- Color
- Race
- Nationality
- Ethnic or National Origins
- Gender or Marital status
- Disability
- Religion or Belief
- Sexual Orientation
- Age

We also undertake not to discriminate unfairly on the grounds of:

- Trade union membership and activity.
- Political belief.

- Unrelated criminal convictions.
- We are committed to implementing Equality of Opportunity in carrying out all our various functions.
- We are committed to developing effective policy, strategy, and standards, and to introducing monitoring and information systems to review and evaluate progress towards achieving Equality of Opportunity.
- We recognize the effects of historical disadvantage and past discrimination. Where it is appropriate and within the law to do so, we will take positive action to achieve equality of opportunity.
- Policies, practices, and procedures to eliminate unlawful and unfair discrimination can achieve much

But we also recognize that developing real progress towards Equality of Opportunity requires a program of action that all staff are committed to taking responsibility for and implementing within the remit of the jobs.

- Everyone must genuinely be committed to Equal Opportunities.

A Strategy to Recruit, Retain and Develop People with Disabilities

We are committed to improving employment opportunities for disabled people.

As part of this commitment, we will:

- Interview all applicants with a disability who meet the essential criteria for a job vacancy and consider them on their abilities.
- Ensure that disabled employees are smoothly and effectively inducted into the organization.
- Identify and provide any 'reasonable adjustments' to working arrangements or the working environment that disabled employees need to do their job effectively.
- Ask disabled employees at least once a year what we can do to make sure they develop and use their abilities at work.
- Act to ensure all employees develop the awareness of disability they need to make these commitments work. This includes providing Disability Awareness training.
- Review each year these commitments and what has been achieved.
- Plan ways to improve on these commitments and let employees know about progress.

Disability

We follow the definition of disability provided by the Disability Discrimination Act 1995. This Act defines a disabled person as a person who has, or has had, a physical or mental condition which substantially impairs their ability to carry out normal day-to-day activities, and which has lasted, or is likely to last, for a period of 12 months or more.

In addition to identifying whether you have a disability, we would ask you to indicate the nature of your disability as follows:

Physical Disability:

Including conditions affecting mobility, manual dexterity, physical co-ordination, continence, and ability to lift, carry or otherwise move everyday objects.

Visual Impairment:

Including blind and visually impaired people, except where the visual impairment is corrected, or could be corrected, by using spectacles or contact lenses.

Hearing Impairment: Includes those people who are deaf (from birth or early childhood), deafened and hard of hearing.

Speech Impairment: Includes all conditions which affect a person's ability to express themselves clearly through speech.

Learning Disability: Includes all conditions which impair memory or ability to concentrate, learn or understand, or which affect the perception of the risk of physical danger.

Mental Health Problems: Includes all clinically well-recognized conditions which substantially impair the performance of any normal day-to-day activities.

Ethnic Origin

Ethnic origin is about your racial and/or cultural identity. It has nothing to do with your citizenship or where you were born. You could be a UK citizen and belong to any of the groups below:

Asian: People whose recent ancestors came from Asian continent (excluding China)

Bangladeshi: People whose recent ancestors came from Bangladesh.

Black - African: People whose recent ancestors came from Africa and were African by race. Do not tick this category if your ancestors were born in Africa but came from elsewhere (for example, Asia or Europe)

Black - Caribbean: People whose ancestors came from the Caribbean.

Black - Other: People who regard themselves as black but whose ancestors did not come from Africa.

Chinese: People whose ancestors came from China (including Hong Kong and Taiwan)

Indian: People whose ancestors came from India.

Irish: People whose ancestors came from Ireland.

Mixed Race: People whose parents are from different ethnic groups as defined in this classification system, for example, you had a Black-Caribbean father and an Irish mother, or your father was white, and your mother was Asian/Pakistani/Indian

Pakistani: People whose recent ancestors came from Pakistan.

White: People whose ancestors came from Europe (other than Ireland)

Other:

People whose ethnic origin does not fit any of the other categories, for example, Arabic or Japanese.

Sexual Orientation:

Sexual orientation is defined as having a sexual attraction to persons as outlined below:

- **Lesbian:** A woman who is sexually and emotionally attracted to women
- **Gay Man:** A man who is sexually and emotionally attracted to men.
- **Bisexual:** A person who is sexually and emotionally attracted to people of either sex
- **Heterosexual:** A person who is sexually and emotionally attracted to people of the opposite sex

We are required by law to undertake document checks to ensure that all prospective employees are legally entitled to live and work in the United Kingdom.

Any candidate selected for interview must produce documentary evidence that they qualify for employment under the above Act.

Those selected for interview must bring with them **originals** of the following documents:

- A passport confirming that you are either a British Citizen, or a European Economic Area National, or which shows that you have the right to live in, or an entitlement to, re-admission to the UK.

Nationals of the EU countries of Latvia, Slovakia, the Czech Republic, Lithuania, Slovenia, Estonia, Hungary, and Poland require a registration certificate from the governments Worker Registration Scheme (WRS). Please refer to the guidance notes on the websites listed below.

If you do not have a full valid passport you will need to provide a combination of the following:

- A document that shows your permanent National Insurance Number. This could be a P45, a pay slip, a P60, a National Insurance card, or a letter issued by a government agency.

And

- A full birth certificate issued in the UK or the Republic of Ireland

If you do not have a full valid passport or birth certificate and document showing your permanent National Insurance Number, please refer to the guidance notes on the Home Office website at:

www.homeoffice.gov.uk

You should be aware that you will not be able to start employment with the Nursery, until you are able to produce any one of the above documents.

If you fail to produce one of these documents within a reasonable time frame, the job offer will be withdrawn.

We will retain a copy of the document you produce for our records.

Rehabilitation of Offenders Act 1974

Disclosure of Criminal Records

The Nursery operates to the standards of the CRB Code of Practice, and copies of this are available on request.

Introduction:

A particular concern for the Nursery in recruitment is to make sure that it guards against appointing people who are unsuitable for working with children or vulnerable adults. There are various measures that can be taken to avoid this happening, one of which is to check whether the person to be appointed has any previous convictions for relevant offences.

The Rehabilitation of Offenders Act 1974 was introduced to ensure that ex-offenders who have not re-offended for a period since the date of their conviction are not discriminated against when applying for jobs. This enables ex-offenders to 'wipe the slate clean' of their criminal record in the sense that, unless the post they are applying for is exempt from the Act, (see below), they are not legally required to disclose convictions that have become 'spent'.

Exemptions from the Act:

In order to protect certain vulnerable groups within society there are a large number of posts and professions that are exempt from the Act. These include posts involving access to children, young people, the elderly, disabled people, alcohol, or drug misuses and the chronically sick. In such cases organizations are legally entitled to ask applicants for details of all convictions, irrespective of whether they are 'spent' or 'unspent' under the Act.

The position you are applying for is exempt under the Rehabilitation of Offenders Act and if you are offered the position, you will be required to complete a 'Disclosure' application, (see below).

The Criminal Records Bureau and the Disclosure System:

The statutory framework for the Criminal Records Bureau (CRB) is set out in Part V of the Police Act 1997. Its aim is to provide a standardized and speedy delivery of information on criminal records. This will be achieved through the system of 'Disclosure'.

A Disclosure is a certificate which provides certain information, depending on the type of Disclosure requested.

The levels are as follows:

Standard:

This can be requested for posts which are exceptions to the Rehabilitation of Offenders Act and will contain details of unspent and spent convictions, cautions, reprimands, and final warnings held on the Police National Computer.

Enhanced:

This can be requested for posts which are exceptions to the Rehabilitation of Offenders Act AND involves regularly caring for, training, supervising or overseeing persons aged under 18 or 'vulnerable' adults. This Disclosure contains the same information as the Standard Disclosure along with non-conviction information from local police records if that is thought to be relevant to the position being applied for.

Smoking Policy We have a policy that restricts smoking on the Nursery premises.

Training Our policy is to provide our employees with appropriate training and development opportunities.