

JOB VACANCY APPLICATION FORM

Position Applied For:

Job Reference:

Closing Date:

Where did you see this vacancy advertised?

Thank you for requesting an application form for the above vacancy. We will use this form to help decide your suitability for the job so please make sure that it is accurate and complete.

We are an **equal opportunities employer** and as such accept applications from all members of the community regardless of disability, age, gender, ethnicity, sexual orientation, race, religion or belief.

Please note that should you be invited to an interview you will be required to bring photographic evidence of your identity. i.e. passport or photo driving licence.

Simply print the document and complete the form in **black ink**. Where YES / NO choices are supplied please circle the appropriate answer.

Please feel free to attach your curriculum vitae.

If you would like a copy of this document in large print please do not hesitate to contact our office to request this.

In line with the **Fostering Services Regulations 2011, Schedule 1** it is a requirement of all registered care providers to process all new staff's applications through the Disclosure and Barring Service (DBS). This is intended to safeguard vulnerable children young people and adults. Therefore, this is to notify you that an Enhanced Criminal Records check will be requested should you be successful in your application, however a criminal record will not necessarily be a bar to obtaining a position.

All formal applications should be submitted on a **Child Care Bureau** application form and returned to the following address:

F.A.O: Human Resources
Child Care Bureau Limited
1st Floor
Unit 11-13
Elgar Business Centre
Hallow
Worcestershire
WR2 6NJ

For further information regarding vacancies at **Child Care Bureau** please contact **Samantha Purser** on **01905 640022** or email: **sam@childcarebureau.co.uk**

PERSONAL DETAILS

Title:

Forename(s):

Surname:

Previously used names:

.....

Address:

Postcode:

.....

Home Telephone:

Work Telephone:

Mobile Telephone:

Email Address:

.....

Can we contact you at work? **Yes/No**

National Insurance Number:

Do you require a permit to work in the UK? **Yes/No**

*If **Yes**, please bring all applicable original documentation to your interview if selected.*

.....

PERSONAL DETAILS

In order that we comply with the provisions and our duties under the Disability Discrimination Act 1995, please answer the following questions.

Do you have any condition or other circumstance that will prevent you from carrying out the duties of this post? **Yes/No**

If **Yes**, please give details:

Do you have any special requirements when attending an interview? **Yes/No**

If **Yes**, please give details:

DRIVING QUALIFICATIONS

Type of Licence(s) held:

Date(s) passed:

Details of any endorsements:

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? **Yes / No**

If YES, please give full details:

Are you subject to any restrictions or covenants which might restrict your working activities? **Yes / No**

If YES, please give full details:

Are you willing to work overtime and weekends if required? **Yes / No**

Please give details of any hours which you would not wish to work:

Are you aged over 18? **Yes / No**

It is a criminal offence for barred individuals to apply to work in a regulated activity with children, young people or adults at risk. Are you on a barred list? **Yes / No**

If offered employment, we are required to check your up to date DBS status before you are permitted to start work.

Do you have a DBS certificate? **Yes / No**

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? (A copy of the Company's Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the DBS Code of Practice). **Yes / No**

If YES, please give full details:

In the event of employment, any failure to disclose convictions could result in dismissal or disciplinary action by Child Care Bureau Ltd. Any information given will be confidential except to the extent that Child Care Bureau Ltd is under a legal duty to disclose it.

Have you ever worked for the Company before? **Yes / No**

If **Yes**, please give full details:

Have you applied for employment with this Company before? **Yes / No**

If **Yes**, please give full details:

.....

EDUCATION, TRAINING & QUALIFICATIONS

Please supply details of all training and courses relevant to the position you have applied for. Please continue on separate sheet(s) if required.

SCHOOL(S) (age 11 onwards)

Name of School:

Dates From - To:

Qualifications / Grades obtained:

Date obtained:

Name of School:

Dates From - To:

Qualifications / Grades obtained:

Date obtained:

FURTHER / HIGHER EDUCATION (full & part time)

Name of College / University:

Dates From - To:

Qualifications / Grades obtained:

Date obtained:

Name of College / University:

Dates From - To:

Qualifications / Grades obtained:

Date obtained:

PROFESSIONAL / OTHER COURSES (including training courses, NVQ, etc)

Establishment / Course:

Dates From - To:

Qualifications / Dates obtained:

Establishment / Course:

Dates From - To:

Qualifications / Dates obtained:

CURRENT MEMBERSHIP OF PROFESSIONAL ORGANISATIONS (include HCPC registration)

Relevant Details:

EMPLOYMENT & WORK EXPERIENCE

Please supply any previous experience paid, unpaid or voluntary, starting with the most recent and detailing any breaks in your employment history. Please continue on separate sheet(s) if required.

CURRENT EMPLOYER

Employer / Organisation Name:

Address:

Position Held:

Main Duties:

Current Salary:

Date Started:

Notice Period:

PREVIOUS EMPLOYERS

Employer / Organisation Name:

Position Held & Duties:

Dates To - From:

Reason for Leaving:

Employer / Organisation Name:

Position Held & Duties:

Dates To - From:

Reason for Leaving:

Employer / Organisation Name:

Position Held & Duties:

Dates To - From:

Reason for Leaving:

Employer / Organisation Name:

Position Held & Duties:

Dates To - From:

Reason for Leaving:

Have you ever been involved in any disciplinary proceedings or been subject to a disciplinary investigation?
Yes/No

Have any allegations ever been raised against you with regard to childcare matters or any matter which may be of relevance to this position? **Yes/No**

If **Yes**, please give details including outcome:

ADDITIONAL INFORMATION

Please tell us why you are applying for this post and how you meet the requirements of the job. Detail relevant knowledge, experience and skills you feel will assist you in your application for this position. (CV's are not an acceptable substitute for completing this section).

Relevant Details:

Please provide details of your interest, achievements and leisure activities.
(e.g. hobbies, sports, club memberships)

HEALTH

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before employment? **Yes/No**

Please give details of any absences from work due to ill health during the past twelve months:

Do you consider that you have a disability that may require adjustment to the workplace in order for you to fulfil the requirements of the post? **Yes/No**

If **Yes**, please give details

REFERENCES

Please give details of two people, one of which should normally be your current employer, who are able and willing to comment on your suitability for this job.

Referees Name:

Address:

Organisation:

Job Title:

Telephone:

Relationship to you (manager, colleague, etc):

Referees Name:

Address:

Organisation:

Job Title:

Telephone:

Relationship to you (manager, colleague, etc):

Do you wish to be consulted before a reference is contacted? YES / NO

CONFLICT OF INTEREST

Please declare and give details of any conflict of interest you may have if you are offered and subsequently accept this post.

Relevant Details:

.....

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Signature:

Print Name:.....

Date: