

**Application for Employment with Little Discoveries Childcare LTD**

**Please return completed form to hr@sslcic.co.uk**

**Post/s applied for:**

|  |  |
| --- | --- |
| Application for the post of: |  |
| Closing date: |  |
| How did you hear about this job?  *( name of publication if advertised)* |  |

**Part A:Personal information:**

|  |  |
| --- | --- |
| Preferred title: |  |
| Surname: |  |
| Forename(s): |  |
| Previous surnames: |  |
| Date of Birth: |  |
| Current Address (including postcode): |  |
| Day time contact number: |  |
| Evening contact number: |  |
| Email: |  |

**Part B: Employer information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of current employer : |  | | |
| Address: |  | | |
| Start date: |  | Notice required |  |
| Hours worked per week:  Salary: |  | | |
| Details of your main tasks and responsibilities: | | | |
|  | | | |
| Reason for leaving ( if applicable, your reason for leaving) | | | |
|  | | | |

**Employment history**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give as much relevant information as possible. For posts working with children you must give your full employment history from when you left higher education. | | | |
| Name & address of employer | Dates from/to | Job role | Reason for leaving |
|  |  |  |  |

**Part C: Academic, Professional and Vocational Qualifications**

|  |  |  |
| --- | --- | --- |
| Exams Passed (Level) Qualifications & Memberships (Most Recent First) | Grade and Date Achieved | Name of Educational Establishment and/ or Professional or awarding body |
|  |  |  |

**Part D: Training/ Continuing Professional Development**

|  |  |  |
| --- | --- | --- |
| Please give details of relevant training/ development activities | | |
| Training Course and Organiser | Time Spent | Outcome- Grade Achieved |
|  |  |  |

**Part E: Personal Statement**

|  |
| --- |
| **Key Competencies, Knowledge and skills:** *Please provide examples of how you have demonstrated the key competencies and the knowledge listed in the job description. We recommend you use the job description as a starting point.* |
|  |
| **Personal Attributes:** Please describe ways in which you have demonstrated the personal attributes require for this post |
|  |

**Part F: Declaration and Supplementary Information**

|  |  |
| --- | --- |
| * I confirm that I am entitled to live and work in the United Kingdom. * I am willing for this data to be held and processed by SS&L CIC and to be verified with relevant third parties. This may include previous employers.   The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police. | |
| Signed: |  |
| Date: |  |
| **Positive About Disability:** We welcome applications from people with disabilities and guarantee to interview anyone with a disability whose application demonstrates that they generally meet the minimum level required for each competence, as well as meeting any of the qualifications, skills or experience defined as essential. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly. | |
| Do you consider yourself to have a disability? | |
| Yes  No | |
| **Disclosure of Criminal Offences:** The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’ | |
| Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not ‘spent’: | |
|  | |
| If the information sent to you highlights that the post requires a DBS certificate, the Rehabilitation of Offenders Act does not apply in this case. Therefore, please give details, including dates and places, of any otherwise ‘spent’ convictions, cautions and bind-overs. Please also detail if your name is on the Barred Lists maintained by the DBS of those disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the Health Care Professionals Council or by the Secretary of State for Education. | |
|  | |

**Part G: References and Declarations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **If you are applying for a post working with children or vulnerable adults**  Your first referee must be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between. | | | | |
| Are you happy for us to contact your first referee prior to interview? | **Yes**  **No** | | | |
| **Name of first referee** |  | | | |
| Job title: |  | | | |
| Name of company |  | | | |
| Address ( including postcode) |  | | | |
| Email address: |  | | | |
| Telephone number |  | | | |
| Relationship to you (e.g manager, supervisor) |  | | | |
| Dates of your employment | From |  | To |  | |
| **Name of Second referee:** |  | | | | |
| Job title: |  | | | | |
| Name of company |  | | | | |
| Address ( including postcode) |  | | | | |
| Email address |  | | | | |
| Telephone number: |  | | | | |
| Relationship to you ( e.g manager, supervisor) |  | | | | |
| Dates of your employment | From |  | To |  | |

**Do you have any family or close relationships with any individuals that already work for Little Discoveries Childcare Ltd Yes/No**

**Details if answered yes: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**DATA PROTECTION ACT 2018**

Information from this application may be processed for any purposes registered by Little Discoveries Childcare LTD and Somerset Skills & Learning CIC under data protection legislation. The information that you supply in your application is confidential; however, it will be disclosed to those persons authorised to see it and be used for selection purposes. The information from successful candidates will be retained on the personnel file for payroll and administrative purposes; information held about unsuccessful applicants is destroyed after one year. This information may be disclosed to Government Departments where there is a legal obligation to do so.  All individuals have the right to access their own personal data held by Little Discoveries Childcare LTD and SS&L CIC.