

**Position Applied for** 

01904 409763 headoffice@yorkchildcare.co.uk www.yorkchildcare.co.uk

# APPLICATION FOR EMPLOYMENT Confidential

Where did you see			
the job advertised			
	1		
	Personal Details		
Mr/Mrs/Miss/Ms/other	Surname		
Forename(s)			
Address:		Daytima talanhana Na	
Audress.		Daytime telephone No:	
		Evening telephone No:	
		Nationality:	
E-mail address :		National Insurance No:	
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	Present or Most Recent Em	nloyment	
	Fresent of Wost Recent Lin	<u>pioyment</u>	
Employer:	Date Joi Date Le		
	Date Le	ıı.	
Job Title:	Current	notice period:	
Main Duties:			

Previous Employment					
Dates		Employer and Position Held	Please provide a brief description	Reason for Leaving	
From:	То:	7	of your main duties		

Education, Qualifications and Training relevant to the position you are applying for			
From	From To School / College / University / Training Establishment Qualification Obtain		Qualification Obtained



Please explain any gaps in your Education and Employment history below:	
Please give details of any medical condition which may significantly affect your performance in the job for which you are applying:	
Skills, Experience and Knowledge	
Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application.	



# References

Please give the names and addresses of two people, not relatives, one of whom should be your present employer (or last employer or college lecturer if not currently employed) who can comment on your suitability for this post. Where possible please give email addresses – thank you.

Address

Address

E-mail

Telephone No

Relationship to you

May we take up reference without contacting you beforehand? YES / NO

Name

Address

E mail

Telephone No

Relationship to you

May we take up reference without contacting you beforehand? YES / NO

## **Declarations**

Have you ever been dismissed from a post because of misconduct or resigned whilst disciplinary action has been taken against you? YES / NO

If so, please give further details on a separate piece of paper.

Have you ever been convicted of a criminal offence? (Please note that these posts are exempt from the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1986)

YES / NO

If so, please give details on a separate piece of paper.

Please read the following carefully before signing this application

I understand that a criminal record check, and other suitability checks required under relevant legislation will be necessary in connection with this post, and that my appointment would be subject to satisfactory clearance. I also understand that any offer of employment will be subject to satisfactory references.

I declare that the information given on this application is to the best of my knowledge true and complete. I understand that any untrue **or** misleading information will give the employer the right to reject my application, to withdraw any employment contract offered or, if employed, to dismiss without notice.

Signed	Dated
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#### **CONFIDENTIAL**

## **Annual Declaration for Suitability to Work with Children**

This form is to be completed by all new staff and volunteers when they commence employment and also by all staff on an annual basis.

As part of York Childcare's (YC) ongoing procedures for assessing the suitability of its workforce, all staff must read, understand and sign an annual declaration of any changes to their criminal record status. It is vital that staff declare any new criminal convictions or changes to their suitability to their manager immediately.

If changes have occurred to the criminal record status of a staff member it may be necessary for YC to make a referral to Ofsted, taking advice from the Local Authority Designated Officer (LADO) and possible suspension from post whilst YC reevaluate the staff member's position as an employee. If their suitability is deemed to no longer be compliant with Ofsted regulations, this may lead to dismissal. Failure to disclose convictions may also lead to dismissal.

This document should be read in conjunction with the Statutory Framework for the Early Years Foundation Stage (EYFS) 2014 paragraphs 3.14-3. 18

Name:		
Have you been cautioned subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent enhanced DBS disclosure?	Yes	No
Have you been cautioned subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your employment at this setting?	Yes	No
<ul> <li>Are you disqualified for caring for children (in accordance with regulations made under Section 75 of the Childcare Act 2006)?</li> </ul>	Yes	No
<ul> <li>Have you committed any offences against a child?</li> </ul>	Yes	No
<ul> <li>Have you committed any offences against an adult?</li> </ul>	Yes	No
Have you been barred from working with children?	Yes	No
Have your own children been taken into care?  Have / are your own shildren the subject of a shild protection and are.	Yes	No
<ul> <li>Have / are your own children the subject of a child protection order?</li> <li>Has your name been placed on the DBS barring list?</li> </ul>	Yes	No
<ul> <li>Do you have any medical conditions that could affect your ability to care for</li> </ul>	Yes	No
children?	Yes	No
<ul> <li>Are you taking medication or any other substances on a regular basis that could affect your ability to care for children?</li> </ul>	Yes	No



If you have answered YES to any of the questions, please provide further information below:		
	Declaration	
-	sibility to safeguard children and am aware that I must notify my manager ect my suitability to care for children.	
I will ensure that I notify warnings I may receive.	my manager of any convictions, cautions, court orders, reprimands or	
	aking medication on a regular basis that I must notify my employer and on in a safe place, out of reach of children in accordance with the Safe ocedure.	
I will ensure I notify my r ability to work with child	manager if I experience any health concerns which could impact on my ren.	
I give permission for my employers to contact any previous settings, local authority staff, the police, Local Authority staff including the LADO, the DBS or any medical professionals to share information about my suitability to care for children.		
Name		
Signature		
Date		
Manager's signature		
Please record any follow on action taken and dates where relevant:		

York Childcare are committed to protecting the privacy of all of our candidates and clients. Following some recent changes to data protection laws we have updated our Privacy Policy. To view a copy and to help you understand how we collect, use and process your personal data please visit <a href="http://www.yorkchildcare.co.uk/policies-and-procedures/">http://www.yorkchildcare.co.uk/policies-and-procedures/</a> and download our GDPR YC Privacy Notice.

# Completed forms should be returned to: