



Application for Employment

Brize Norton Village Pre-school is committed to protecting children from harm. All staff and volunteers undertaking work for BNP accept and recognise their responsibilities to develop and maintain an awareness of safer caring. Our duty of care to children is explicitly written into all policy, procedure and practice material. Our recruitment and selection/assessment procedures for all staff and volunteers are designed to safeguard children by ensuring that only suitable individuals are appointed/approved.

Confidential -

Post applied for	Where did you see this post advertised?
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Details of Candidate (use BLOCK letters)

Surname	Title (Mr Mrs Ms Other)
First Names	
Any previous surname(s)	
Current Address	Telephone Home:
	Mobile:
Postcode	Email address:
Date & Place of birth	Do you require a work permit to work in the UK? Yes ☐ No ☐ If yes - please ensure the original copies of all necessary documents are brought to interview if selected.
National Insurance No.	CRB Enhanced Disclosure No. and Date: Are you on the update System : YES / NO

Safeguarding

Please complete the Staff Declaration form in the Appendix

Please confirm whether there have been any allegations raised against you or any investigations previously in respect of childcare issues including the removal of your own children from your care as these matters are very relevant to working in a nursery setting

Yes ☐ No ☐

If Yes, please state the nature of the allegation/investigation/proceeding and outcome.

Employment History

Please provide details of your current employer below.

CURRENT EMPLOYER Name, address and nature of business	Current salary/benefits	Dates		Reason for leaving
		From	To	
Position held and main duties				
Notice period				

Previous Employment

Where you have had a break in your employment history, please give details.

Name, address and nature of business	Position held and main duties	Dates		Reason for leaving
		From	To	

May we make further enquiries in relation to the above? YES/NO

Have you ever been involved in any disciplinary proceedings or subject to a disciplinary investigation?

Yes ☐ No ☐

If yes please give details

Please state how many days you have been absent from work in the last 24 months, *except* for pre-booked annual leave. Please detail reasons for the absences.

Health and Wellbeing

Please provide a statement on the condition of your personal health (this is required to work with young children):

How much alcohol do you drink and have you ever had issues with alcohol?	
Have you ever taken drugs or had any issues with drugs?	
Have you ever suffered from any form of depression?	
Have you ever been a victim of domestic violence?	

Education, Training and Qualifications

Please provide details of examination passes, qualifications obtained etc. You will be required to provide proof of relevant professional qualifications. Please provide details in sequence with the most recent first. Where you have had a break in your educational history please give details.

Secondary School	Dates attended	Qualifications Level and Grades

College / University	Dates attended	Qualifications Level and Grades

Other relevant qualifications for an Early Years Setting
Please include details of any in house training such as Safeguarding, First Aid, Prevent, Food Hygiene etc

Organising body and title	Dates attended and qualification (if applicable)

Skills and Experience

In your own words, please explain why you consider yourself suited to this position outlining what you would contribute to the post if appointed, by reference to the job description and/or person specification.
(You may, if necessary, continue on separate sheets, using no more than 2 additional pages.)

Interests

Please describe any leisure or other interests, including voluntary/community work which you may feel relevant to the post.

Referees

Give the names and addresses of two referees, one of whom should be your present or most recent employer. Please note that references are *not accepted* from close personal friends or relatives. If you do not wish your employer to be contacted at this stage please tick the box. ☐

We reserve the right to contact all previous employers should you be offered this post.

Full name and job title	Address and telephone number	The capacity in which you are known/relationship	Period known

Convictions/Cautions

REHABILITATION OF OFFENDERS ACT 1974 (Exceptions order 1975 and 1986). This post is exempt from the Rehabilitation of Offenders Act. Please provide below details of convictions for any offence (including traffic convictions, appearances before a court) or formal convictions from the police for any offence (including cautions as a juvenile), or any bind-overs imposed by any court.

If you have been convicted or cautioned you may still be eligible for appointment depending on the nature and circumstances of the offence. However, failure to disclose could count against you.

Date	Court/Police Station which dealt with the matter	Offence	Result

Convictions include the following:

- Sexual offences including soliciting, harassing, offences against or involving a child or children under 18, the possession and or distribution of child pornography, indecency or rape
- Violent offences including assault or bodily harm, kidnapping or abduction/false imprisonment.
- Offences involving drugs including trafficking and possession
- Stalking
- Other (please detail)

Please give details of any charge or summons at present outstanding against you.

Date of alleged offence	Nature of alleged offence	Court/Police Station dealing with the matter

NB: Prior to employment BNP will check your details provided in this application against List 99. Once an offer has been made we will then request an enhanced Criminal Records Check.

Declaration

I declare that all the information I have provided with this application is true to the best of my knowledge and belief, and that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information either on this form or on my pre-employment health questionnaire, I am liable to have my application rejected, or if appointed, liable to disciplinary action which may result in dismissal on the grounds of dishonesty.

I declare there is no reason why I should not be considered suitable to work with children.

Signature of applicant	Date
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GDPR 2018- Information given on the form may will be treated in strict confidence. We will retain application forms for up to one year. Information enclosed within this application will not be shared outside of our organisation

DISABLED APPLICANTS

The Disability Discrimination Act 1995 defines a disabled person as anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities. Taking this definition into consideration do you consider you have a disability? YES/NO If you are short listed, please describe any special arrangements, which you would like the Company to make for your interview?

Appendix: Staff Disqualification Declaration Form

In October 2014, the Department for Education (DfE) issued an update to its Statutory Guidance "Keeping Children Safe". https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009. Reference: <http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made>

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

You are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations from working in this school.

If you fail to complete and return this form, we cannot take your application further.

A disqualified person is not permitted to continue to work in a childcare setting, unless they apply for and are granted a waiver from OFSTED. Reference: <http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-providers>.

Name	Post
Please shade one option for every question	
Section 1 – Orders or other restrictions	
Have any orders or other determinations related to childcare been made in respect of you ?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering?	YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available from the school office or at the link below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made	YES / NO
Are you barred from working with Children (DBS)?	YES / NO
Are you prohibited from Teaching?	YES / NO

Section 2 – Specified and Statutory Offences	
Have you been cautioned (including a reprimand or warning) since 6 April 2007 or have you ever been convicted of:	
• Any offence against or involving a child? (A child is a person under the age of 18)?	YES / NO
• Any violent* or sexual offence against an adult? *a violent offence in this context is murder, manslaughter, kidnapping, false imprisonment, ABH, GBH	YES / NO

Any offence under the Sexual Offences Act?		YES / NO	
Any other relevant offence? Available from the school office or at the links below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made		YES / NO	
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?		YES / NO	
Section 3 – Disqualification by association			
To the best of your knowledge, is anyone in your household* disqualified from working with children under the Regulations? *household – includes family, lodgers, house-sharers, household employees This means does anyone in your household have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2.		YES / NO	
If you have answered YES to any of the questions above you should provide details the below in respect of yourself, or where relevant the member of your household. You may supply this information separately if you so wish, but you must do so without delay.			
Details of the order, restriction, conviction, caution etc.			
The date(s) of these			
The relevant courts/bodies			
You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.			
Section 5 – Declaration			
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:			
- I understand my responsibilities to safeguard children. - I understand that I must notify my manager immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children			
Signed			
Print Name		Date	

For Internal use only

Interview checklist re: Conditions of Employment & Safeguarding

Seen and photocopied appropriate documentation to process DBS checks? ☐

Seen and checked date of most recent DBS certificate? ☐

Ensured all questions relating to any current and pending convictions have been answered / discussed satisfactorily? ☐

Obtained a photocopy of NI card/Visa to prove right to work in the UK? ☐

Reviewed / questioned any gaps in employment history? ☐

Ensured reference details complete and referees are appropriate
i.e. current/previous employers? ☐

Questioned satisfactorily any health disclosures / issues likely to impact upon
role applied for? ☐

Reviewed suitability of qualifications? ☐