



# Application for Employment

Thank you for requesting an application form for a vacancy at Watcombe Children’s Centre Nursery. We will use this form to help us decide your suitability for the job so please ensure that it is accurate and complete

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes

Please note    CVs will not be accepted  
                       All sections of the form must be completed  
                       Late applications will not normally be considered

Post Applied for:	
Job Reference №:	
Department:	Closing Date:

## **Personal Details:**

Title:	
First Name:	Last Name:
Address:	Daytime № (incl. STD code):
	Evening № (incl. STD code):
	Mobile № :
Post Code:	E-mail Address:

For posts requiring an enhanced Disclosure and Barring Service check (DBS), candidates **MUST** supply the following additional information, which will only be used for the purposes of identity verification when references are taken

Previous name/s (if you have any) or insert the word none:	
Date of Birth:	
National Insurance №:	

**Present / most recent employer: (this may be paid or unpaid)**

Job Title:	
Employer's Name & Address:	
Date started: DD/MM/YYYY	
Notice Required:	Or Date left: DD/MM/YYYY Reason for leaving:
Brief Description of Duties:	
Pay and other Benefits:	

**Full record of previous employment: (this may be paid or unpaid)**

Please put most recent job first. Any dismissal or redundancy must be clearly stated

Employer & Address	Job Title	From	To	Reason for Leaving

Please continue on an additional sheet if necessary.

**Gaps in Employment or Training:** Please indicate and explain any gaps

Date From	Date To	Reason for Gap

Please continue on an additional sheet if necessary.

**Relevant Qualifications:**

Educational Establishment / College / University	From	To	FT/ PT	Exams passed and Qualifications gained including NVQs (include grades and date attained)

**Professional Membership / Registration:**

Professional Body	Membership Registration No	Membership Status	Date Entered / Awarded

**Relevant Training (e.g. short courses/ further development):**

Course	Date	Qualification (if appropriate)

Please continue on an additional sheet if necessary.

**Supporting Evidence:**

Please indicate below why you are applying for this post:

Please say how your skills, knowledge and previous experience, whether paid or unpaid, community activities, domestic or family experience, are relevant to the post and how they meet the criteria on the person specification and job description:

*Supporting evidence continued*

## References:

Please give the name and address of two referees from which the Company may seek information regarding your suitability for employment covering at **least the last 5 years** of your employment. If you are currently employed, one of the referees must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school / college or university. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Please continue on a separate sheet if necessary

### Disclosure and Barring Service (DBS)

If you are not currently working with children but have done so in the past, the second referee you supply should be from the most recent employer where you were employed to work with children or vulnerable adults

REFERENCE 1	REFERENCE 2
If you do not wish this person to be contacted without prior consultation please put a cross in the box <input type="checkbox"/>	If you do not wish this person to be contacted without prior consultation please put a cross in the box <input type="checkbox"/>
Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:
Relationship:	Relationship:
How long known?	How long known?

**Declarations:**

**Disability Discrimination Act 1995**

WPS Childrens Centre CIC is an Equal Opportunities employer.  
Disabled people are encouraged to apply.

The Disability Discrimination Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities”

Do you consider yourself to have a disability? Yes  No  (please tick)

What is the nature of your disability?

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process

Please provide details below of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview

Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?

Yes  No

If 'yes' please give brief details below or on an additional sheet if necessary

**Eligibility to work in the UK**

Are you eligible to work in the United Kingdom and are you able to provide proof of this?

Yes  No

**The Immigration, Asylum and Nationality Act 2006** requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 1998 (DPA). If you are offered the post these original documents will be retained on your personal file

**Declarations (continued):**

Are you in any way related to or have a personal relationship with any member of the company?

Yes  No

If 'Yes' please give details below:

Name:

Relationship:

Job Title:

Soliciting support or information, which may be deemed to offer an unfair advantage, from the Company in connection with this appointment will disqualify your application

Do you have any convictions that are not spent under the **Rehabilitation of Offenders Act 1974**?

Yes  No

If 'Yes' please give details on an additional sheet.

**Disclosure and Barring Service (DBS)**

For positions that are included in the Exceptions Order to the Rehabilitation of Offenders Act 1974 and in respect to any regulated positions as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to a DBS check (Disclosure and Baring Service) before employment commences. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

Please give details on an additional sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure"

**DBS Costs**

The company will pay for the initial DBS to be undertaken, but will reserve the right to recoup the cost if the employee leaves within 12 months.

All new employees will be expected to join, and maintain subscription to, the update service, and this will be paid for by the employee. This will form part of your terms and conditions of employment, along with permission for us to undertake status checks at regular intervals.

**DBS Update Service**

If you are already subscribed to the DBS Update service then please enter your number below.

DBS Update service number \_\_\_\_\_

By entering the number above you give us permission to undertake a status check.

**Safeguarding**

Watcombe Childrens Centre Nursery is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for. By signing this application form you are confirming your agreement/commitment.

For further information visit [www.swcpp.org.uk](http://www.swcpp.org.uk)

## **Declarations (continued):**

I confirm that I have read and understood the enclosures provided with this application form

I confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect the Company's decision to employ

I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated

I declare that I have not canvassed any employee either directly or indirectly in connection with this application

I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998

### **Data Protection - Fair Processing Notice**

The collection, processing, maintenance and retention of any personal data which WPS Childrens Centre CIC processes, is governed by legislation such as the UK Data Protection Act 1998, and by the Company's own policies and procedures. WPS Childrens Centre CIC will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for a WPS Childrens Centre CIC vacancy. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information may also be shared with external parties if required by law. The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur. If you are successful in your application for employment with the Company, then the application form will be kept on your personnel file for the duration of your employment

I note that the information provided on this application form may be held, further processed or verified, in accordance with the Data Protection Act 1998

Signature:

Date:

**Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration**