

Guidance Notes and Information for all Job Applicants

Please read these notes **before** completing your application form.

The application form is the first stage in the selection process and will be used to assess whether or not you will be invited to progress to further selection stages (e.g. interviews, work-based tests). It is therefore important that you complete the application form as clearly and as fully as possible.

You will have received a job description and person specification enclosed with your application pack. Please read them carefully before completing the application form to assess whether you feel you have the suitable skills, knowledge and experience to undertake the role.

The person specification lists what is required of a candidate to enable them to successfully undertake the role applied for. The requirements for the job are split into 'essential' or 'desirable'. If a candidate does not fulfill the **essential** requirements they will not be selected for interview. Desirable requirements will only be used where there are a number of candidates who meet the essential criteria. Therefore, in your application, you should aim to show how your skills, knowledge and experience meet the requirements as set out within the person specification.

The application form should be typed or written in black ink. CV's are not acceptable as an alternative to completing the application form but you may attach any other relevant information or documents.

Personal Details and Prevention of Illegal Working

Please enter your personal details as fully and clearly as possible so we can contact you about your application. If you require a work permit to work in the UK, or if you are entitled to work under a spouse's work permit, you must advise us of this fact by ticking the relevant box and providing an expiry date. Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence for the Company to employ a person aged 16 or over who does not have the right to work in the UK. You will have such a right if you:

- Are a British Citizen or have the right of residence in the UK.
- Are a national of a European Economic Area member state.
- Possess a Home Office or DFEE permission to work.

In order to meet the requirements of the Act we will ask all successful candidates to produce documentation to verify their status. A full list of appropriate documentation will be supplied at this time.

Education

Please include any education or qualifications you have gained in Britain or overseas. Please start with your highest level qualification first. Please note you may be asked to produce original certificates for any qualifications stated on your application form.

Non-vocational Experience

Please provide any details of non-vocational (i.e. leisure interests) which you feel will enhance your application.

Membership

Please include any membership of institutes or organisations connected with work.

Training Courses

Please provide details of any relevant training courses that you have attended.

References

All appointments are subject to receipt of two references satisfactory to the Company. Please give your current or most recent employers as referees. If this is not possible (as you have not been employed before) we will accept references from someone who is able to provide information on your skills and abilities, such as a teacher / lecturer, or colleague within a club. Referees will be contacted directly if you are shortlisted for interview (unless you have specified on the application form for us not to contact referees until we have spoken to you). Therefore please provide full details including telephone numbers, fax numbers and e-mail addresses where available. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment. Prior to making your application, you should ensure that those you have provided as referees are willing to provide you with a reference.

Present / Most Recent Employment

Please continue on an additional sheet of paper if necessary.

Employment History

Please continue on an additional sheet of paper if necessary. If you have never been employed previously, please give details of any work experience you have undertaken. Please ensure that you list all employment you have had to date.

Relevant Experience

This is the most important part of your application. You should relate your skills, knowledge and experience to the criteria listed on the Person Specification by giving examples of where and how you have used the skills required for the role. You can use your experiences, skills

and knowledge acquired outside of the work environment if it is relevant to your application. Please continue on a separate sheet if necessary.

Health

A satisfactory medical assessment, which may include a medical examination in certain cases, will be required before we confirm any offer of an appointment.

Disability

The Disability Discrimination Act 1995 (DDA) defines a person as having a disability if he / she 'has a long-term physical or mental impairment which has a substantial and long-term adverse effect on his / her ability to carry out day-to-day activities.' Under the Disability Discrimination Act 1995, we are legally required to consider making 'reasonable adjustments' to ensure that disabled people are not disadvantaged in the recruitment and selection process. Therefore we are committed to making, where 'reasonable', any adjustments you specify on the application form or during the recruitment process. Forth Care Ltd positively welcomes applications from disabled people. We will invite all disabled applicants who meet the essential criteria of a post to the next stage in the selection process (usually an interview).

Rehabilitation of Offenders Act and Police Checks

You must give details in this section of any convictions that you may have which are not excluded under the Rehabilitation of Offenders Act 1974. If, however, the duties of this post give you access to children, older people, those with disabilities, learning Issue difficulties and other vulnerable groups, in these cases applicants are not entitled to withhold information about convictions which would be regarded as spent for other purposes. If you are required to fully disclose information about spent convictions due to the nature of the post you will also be subject to a clearance report from the Criminal Records Bureau (CRB). This clearance will be sought after selection but before an appointment is made.

Declaration

Please ensure that you sign and date the application form. In signing the form you are declaring that the information contained on it and any attached documents you choose to provide are to the best of your knowledge factually correct. If you have knowingly provided false information or withheld information you may be dismissed from any post gained as a result.

Data Protection

Sutton Bonington Playgroup fully complies with terms of the Data Protection Act 1998. The data will only be used for the purposes of recruitment and selection and for monitoring the effectiveness of the Company's equal opportunities policies. The data will not be passed to any third party without your consent, except where the Company is required by law to do so.

Equal Opportunities Monitoring Form

Sutton Bonington Playgroup aims to provide equality of opportunity and access to services and employment at all levels. We therefore encourage applications from all minority groups. As an equal opportunity employer the Company recognises that a number of groups can be disadvantaged because of factors such as ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation. The aim of the Company's Equal Opportunities Employment Policy is to ensure that no job applicant or employee receives less favourable treatment on these grounds, nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable or are irrelevant to the post. Therefore all applicants are assessed solely on their merits. To help us ensure that our Equal Opportunities Policy is working effectively we ask that you complete the Equal Opportunities monitoring form. The form is confidential and is kept separate from the application form. People who make the selection decisions do not see the Equal Opportunities monitoring form.

Personal Details

Full Name: _____

Address: _____

Postcode: _____

Phone Number : _____

E-mail address: _____

Do you hold a current clean driving licence?

Are you eligible to work in the UK?

Do you need a work permit to work in the UK?

Do you have a current work permit?

Education/Professional Qualifications

School name and address	Subjects	Degree/Diploma or certificate

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ATTENDANCE ON TRAINING COURSES

Course title	Duration	Qualification

Employment History (current or most recent first)

Please continue on another sheet if necessary

Name of employer	Date from and to	Position held and description of duties	Reason for leaving

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Can we contact your current employer prior to interview? **No**

Have you had any disciplinary issues in previous or current employment? **No**

RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION

The information you provide in this section is very important in assessing your application. Please give details of your skills, knowledge, qualifications, experience and personal qualities which will support your application for the post, relating them to the requirements of the job as laid out in the enclosed Person Specification.

Please continue on additional A4 paper if necessary.

Skills/Abilities
Knowledge
Qualifications
Experience

Qualities

Interest / Hobbies

Criminal Convictions

Any information given will be completely confidential. Please indicate below any convictions. If you have none please write "None".

References

(this should normally be your present/most recent employer)

Reference 1

Name & Address

Email: _____

Phone number: _____

Relationship to applicant: _____

Reference 2

Name & Address

Email: _____

Phone number:

Relationship to applicant:

Statement to support your application

Please give the reason for your interest in the post, detailing experience, skills and attributes that you would consider relevant to this position.

By signing this application form you are attesting that all information therein is true and correct to the best of your knowledge.

Signature: _____ Date: _____

Print name: _____

Confidential Equal Opportunity Questionnaire

Post title: Early Years Practitioner

Sutton Bonington Playgroup provides equal opportunities for all employees and job applicants and we are working towards having a workforce that reflects the diverse population that we serve.

Our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, sex, age, ethnic or national origin, religion or belief, marital status, sexual orientation or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

We use selection criteria and procedures to ensure that individuals are selected, promoted and treated only on the basis of their merits and abilities. All employees are given an equal opportunity and, where appropriate, training and development to progress within the Company.

To assist playgroup in ensuring the effectiveness of this policy, would you please provide the information overleaf? If you do not complete all the questions it will in no way prejudice the outcome of your application.

Sutton Bonington Playgroup stores and processes data in accordance with the Data Protection Act 1998 and the information you give on this form will be treated as confidential and will be used only for monitoring our recruitment processes. By completing this form you give your consent for the information to be used for this purpose.

This form will be separated from your job application when we receive it and this information will not be considered as part of the recruitment selection process.

Please complete the form by placing a tick in the appropriate boxes in each section overleaf and return along with your application.

Thank you for your help and co-operation.

1. What is your ethnic group? (These categories match those used in the 2001 Census.)

Please choose ONE section from A to E, then tick one box to show your cultural background.

2. Sex:

3. Relationships:

4. Disability: