



POSITION APPLIED FOR:
DATE OF APPLICATION:

		REF	<input type="text"/>
	CLOSING DATE:		

PERSONAL INFORMATION:

Mr Mrs Miss Other

1 **Title:**

2

Surname:

First name(s):

3

Gender:

4 **Address:**

Postcode:

National Insurance No:

5 **Tel: ()**

Mobile Tel: ()

6 **Are you happy to be contacted at work?**

yes	<input type="text"/>	no	<input type="text"/>
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7 **Do you hold a full UK driving licence? Yes No:**

yes	<input type="text"/>	no	<input type="text"/>
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8 **Do you have the use of a vehicle for work purposes?**

yes	<input type="text"/>	no	<input type="text"/>
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9 **Please specify, including dates, any other addresses you have had during the past five years:**

TO	FROM	ADDRESS	POST CODE

OFFICE USE ONLY

Date Received:
Date of Interview:
Date Offered
Position:
Date Letter of Offer Sent:

Date Disclosure Sent
Date Disclosure Received
Date of Induction:
Date to Commence Work:

2	Has an order been made at any time for the purpose of removing a child from your care or preventing a child living with you?	
3	Have you ever been concerned with a voluntary or registered home, which has been removed from the register?	
4	Has an application made by you for registration of a voluntary or registered home ever been refused?	
5	Have you ever been prohibited from being a private foster parent?	
6	Have you ever been refused registration to be a child-minder or provider of day care, or had your registration as either of these cancelled?	

Please read the following statements and tick/complete as appropriate:

1. I have no convictions, cautions and/or bind-overs or episodes of misconduct.

OR

2. I wish to inform you of the following convictions, cautions and/or bind-overs or episodes of misconduct –

(if you need further room, please use the other side of this form)

DATE	DETAILS	OUTCOME

SIGNED:

Date

PREVIOUS OFFENCE OR MISCONDUCT POLICY STATEMENT

The work for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any pending prosecutions or previous convictions you may have, even if they would otherwise be regarded as 'spent' under this Act, and any cautions or bind-overs. The information you give will be treated in confidence and will only be taken into account in relation to an application where exemption applies.

All successful applicants will be required to undergo an Enhanced Disclosure (Criminal Background Check) as part of their application for employment. The disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction or misconduct renders you unsuitable for appointment. In making this decision, Keys Child Care will consider the nature of the offence, how long ago, and what age you were when it was committed, and any other factors which may be relevant. However, some offences will automatically disqualify individuals for caring for children under the 'Disqualification for Caring for Children Regulations 1991' and 'The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997'.

Failure to declare a conviction, caution or bind-over, or previous misconduct, may disqualify you from appointment, or result in disciplinary action including possible summary dismissal if the discrepancy comes to light after appointment.

If you would like to discuss what effect any conviction or any episode of misconduct you may have been involved in may have on your application, you may contact the HR Department for advice.

Because of the costs involved, we are unable to acknowledge all applications or tell each person they have not been short listed for an interview. If you have not been invited for an interview within three weeks of the specified closing date, please assume that your application has been unsuccessful.

Please sign below to indicate that you have read and understood this Policy Statement.

SIGNED: Date

Due to the post you are applying for being covered by the 'Disqualification from Caring for Children Regulations (1991)', you are required to complete this form before we can consider you for this post.

Title:	Mr	Mrs	Miss	Other (specify)
Surname:	<input type="text"/>		First name(s):	<input type="text"/>
D.O.B:	<input type="text"/>		Gender:	<input type="text"/>
Address:	<input type="text"/>			
Postcode:	<input type="text"/>			

1		YES/NO
	Has a child of yours at any time been the subject of a care order?	<input type="text"/>

Please indicate the contact telephone number of this Referee:

Please indicate the fax number of this Referee:

Please indicate the email address of this Referee:

May we contact this Referee before the interview?

yes

no

3

REFEREE

Name:

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Position:

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Relationship:

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Address:

Postcode:

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Please indicate the contact telephone number of this Referee:

Please indicate the fax number of this Referee:

Please indicate the email address of this Referee:

May we contact this Referee before the interview?

yes

no

Have you any relatives or friends employed by the organisation? If so please provide details.

SUPPORTING STATEMENT:

Please provide a written statement supporting your application for employment, expanding upon:

>the reasons for your current application and resulting career aspirations

>the qualities you have to offer

>any other information which you believe will support your application

REFERENCES: (Please give the name, address, position and relationship of three referees, **ONE** of which must be your current, or most recent employer – please note if you have worked in childcare before we require the details of all your former employers)

1 **REFEREE**

Name:

Position:

Relationship:

Address:

Postcode:

Please indicate the contact telephone number of this

Referee:

Please indicate the fax number of this Referee:

Please indicate the email address of this Referee:

May we contact this Referee before the interview?

yes no

2 **REFEREE**

Name:

Position:

Relationship:

Address:

Postcode:

Position Held					Salary			
Main Duties & Responsibilities								
Are you happy for us to contact your present employer?	yes		no		Start Date:		End date	
If yes, please indicate the person you wish to be contacted:								
Please note the telephone number for person to be contacted:								
Please note length of notice required or a desired start date:								

5 **Previous Employment**

Employers Name & Address	Business	Position	Salary Details	Employed (from mm/yy)	Employed (to mm/yy)	Reason for Leaving

Gaps in Employment

(please indicate any time since leaving full time education that has not been spent in employment or education, including the reasons, e.g. unemployment, caring for dependant, etc)

Time Unaccounted	Details
From /to	

If you have any other paid employment, please provide details:

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EDUCATION, QUALIFICATIONS & TRAINING:

1 **EDUCATION**

	Periods of Attendance	
	From MM/ YY	To MM/ YY
School, College or University Attended		

2 **QUALIFICATIONS GAINED**

Subject Qualification	Level	Grade Achieved	Date Complete

3 **TRAINING** (Please indicate any training courses attended relevant to the position applied for)

Organising Body	Course	Date Attended	No. Of days

4 **EMPLOYMENT HISTORY**(nb: details of all employment are required, including names and addresses of employers, dates employed from and to, positions held, salaries on appointment and reasons for leaving)

Address: _____