

# APPLICATION FORM

Organisation name: Kids and Bibs Daycare Ltd.



Post applying for KAB031 (Daycare Assistant).

## Personal particulars:

Surname: \_\_\_\_\_ First names: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Please state previous address if you have lived less than 3 years at your present

address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email Address: \_\_\_\_\_

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

No

Yes

If Yes please give details:

If you are successful in your application, would you require a work permit prior to taking up employment?

No

Yes

Please give full details of how you found out about this vacancy. (e.g. website/newspaper etc.)

\_\_\_\_\_

## DISABILITY

Section 1 of the Disability Discrimination Act 1995 describes a disabled person as a person with a 'physical or mental impairment which has a substantial or long-term affect on his/her ability to carry out normal day-to-day activities'.

Using this definition, would you consider yourself to be disabled? Yes  No

If yes, do you require 'any special arrangements to be made to assist you if called for interview? Please provide details:

### Education:

Examinations taken	Result	Year

### Relevant Training

Course	Year

### Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us via your payslip.

We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above).

Employment History (1)	Number of years in a formal early years setting: <input type="text"/> Years	
Employment History (2):	Start with your present <b>PAID</b> employment (or most recent) and include all <b>PAID</b> employment to date.	
<b>Dates</b> (from and to)	Position held and employer	Reasons for Leaving

**Supporting Statement:**  
Please include any other information which may be relevant to this application, detailing how you meet each of the criteria as outlined in the job criteria.

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Voluntary work, interests, hobbies and special skills

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Do you have a full clean valid driving licence that you can provide if called for interview?  
Yes / No ? (Please delete as necessary)

Have you any driving experience in previous jobs? If yes please state below:

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Please supply the name and addresses of two referees. Where appropriate at least one should be from your present or last employment.

Name:	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____
Tel. No.	_____	Tel. No.	_____
Occupation/ Job Title:	_____	Occupation/ Job Title:	_____

I certify that all particulars are true and correct to the best of my knowledge and belief. If relevant facts have been wilfully suppressed the employer may terminate my contract or any offer of employment may be withdrawn.

I agree if short-listed for interview or if considered suitable for appointment, the employer can request relevant information from Access NI and the Police.

I agree to a social services check and medical if I am successful.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

A waiting list for future vacancies within the next 6 months may be established.

Applications must be returned not later than 4.00pm on 18<sup>th</sup> June 2015 to:

Lynda Courtney  
Kids and Bibs Daycare Ltd  
12 Moygashel Lane  
Moygashel  
Dungannon  
Co. Tyrone  
BT71 7QY

*Posts involving work with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful candidate will require an enhanced disclosure check at their own expense. Further details regarding the payment of this check will be issued with the initial offer of employment*

**EQUALITY AND FAIRNESS IN SERVICE AND EMPLOYMENT**

## **Guide to filling in the application form**

Before you fill in your application, you should read this guidance leaflet. The information you include in your application is the only information that we will use to decide whether you will be shortlisted for an interview. We will not take into account any previous applications that you have sent us or anything that we already know about you. It is important you take your time to fill in the application as fully and as accurately as possible in black ink.

Read all the information about the job (the covering letter, advertisement, job description, job criteria). Fill in all parts of the application form. If some parts do not apply to you, write N/A (not applicable) in the spaces provided. Tell us about any education and training that you have received, as well as any relevant experience in your present or previous jobs. If you have any work experience, tell us about the skills and knowledge you have gained from that too.

### **Job requirements**

Every job is based on a 'job description', 'job criteria'. The job description lists the main duties and responsibilities of the post; the job criteria outlines the skills, knowledge, abilities, experience, qualifications and so on, that you will need for the job.

### **We will assess your application against the job criteria.**

#### **Supporting statement.**

Do not ignore the supporting statement section of the form. It is an important part of the application form because you can tell us about your skills, knowledge, abilities, experience and qualifications. Your supporting statement should only relate to the job criteria and not to the main responsibilities. You should list every point of the job criteria (essential and desirable), and next to each point give a specific example which shows that you have the required skills, experience, knowledge etc and how you have used them. You should describe what you can do and how you have done it in your current or previous job(s).

e.g. for the essential skill- Ability to record and pass on information accurately a suitable description could be something like: *'as part of my role, I meet with staff monthly to review each child's individual progress against the curriculum. I record progress and produce reports for parents/carers twice a year'*.

A description such as: *'I write reports'* is not suitable because it does not give enough information to demonstrate that you have the necessary experience or skills.

Make sure the information you give us is clear, precise and easy to understand. You may continue your supporting statement on one additional A4 page.

## Disclosure of criminal convictions

Given the nature of the job for which you are applying, and the fact that, it involves close work with children, the Rehabilitation of Offenders Order does not apply and you are expected to declare any spent convictions. However, having previous convictions may not affect your application. Any information given will be treated as strictly confidential and will be considered only in relation to this application.

Please answer Yes or No

1. Have you ever been convicted of a criminal offence (including motoring offences)?  
Yes or No
2. Are there any cases pending against you? Yes or No
3. Have you any spent convictions? Yes or No

If you have answered yes to any of the above questions please give details below which you feel may be of relevance, such as:

- The circumstances of the offence
- A comment on the sentence received
- Any relevant development in your situation since then
- Whether or not you feel the conviction has relevance to this post

**Note** - convictions do not necessarily debar an applicant from obtaining employment.

## MONITORING OF EQUALITY OF OPPORTUNITY

**Please detach this form from the rest of the application and when completed, place in a sealed envelope addressed to the Monitoring Officer and return it at the same time as your application form.**

We are an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, gender reassignment, sexual orientation, marriage, religious belief, political opinion, disability, race, ethnic origin or age. You are therefore asked to complete this monitoring form. Access to this will be strictly controlled and will not be available to those considering your application for employment.

### Gender (please tick one)

Male  Female

### Ethnic Background (please tick one)

<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Chinese	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Black African	<input type="checkbox"/> Caribbean	<input type="checkbox"/> White Other
<input type="checkbox"/> Black	<input type="checkbox"/> Indian	<input type="checkbox"/> White European Community
<input type="checkbox"/> Black Other	<input type="checkbox"/> Irish Traveller	<input type="checkbox"/> Other

### Disability

The Disability Discrimination Act 1996 states a person has a disability if he/she has a physical or mental impairment which has a substantial and long term adverse affect on his/her ability to carry out normal day-to-day activities.

Having read this definition, do you consider you have a disability?

Yes  No

### Employment (please tick one)

Full-time  Part-time  Student/trainee

### Perceived Religious Affiliation (please tick one)

I am a member of the Roman Catholic Community   
I am a member of the Protestant Community   
I am a member of neither the Protestant nor Roman Catholic Community