

***For official purposes***

#### Date rec

Ref No

**Childcare Temps**

**Application Form**

Please refer to the Job Description and Personnel Specification before completing this form.

## Full Name of Applicant

**Applicant’s Address**

**Town/City Postcode**

**Home Telephone No Mobile**

**Email Address**

**Please tick the appropriate box**

Are you currently 18 or over or turning 18 within the next 3 months?  YES  NO

Do you require a permit to work in the EU?  YES  NO

Have you lived outside of the UK in the last 5 years?  YES  NO

**1. Do you meet the following criteria? (Please tick the appropriate boxes)**

***Essential***

QCF/NVQ Level 2 in Childcare or equivalent  YES  NO

Please State Qualification

Able to work a minimum of 4 hours per week in one session  YES  NO

***Desirable***

Experience in childcare  YES  NO

**Have you completed the following courses within the last 3 years?**

Level 3 Paediatric First Aid certificate (12 hour)  YES  NO

Child Protection / Safeguarding training  YES  NO

­**2. Employment History**

Please detail any ***childcare experience*** you have below. Please include paid or unpaid employment, babysitting, childcare placements, work experience and volunteering in childcare settings. Childcare Settings can include day nurseries, primary schools, sports clubs, youth clubs, Church groups, Boy/Girl Brigade, Guides etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Position held & duties** | **Dates Employed**  **or on Placement** | | **Hours per week worked** | **Reason for leaving** |
| **from** | **to** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*(Continue on separate sheet if necessary, marked with your name and the post for which you are applying)*

**3.** Please indicate your availability each week by ticking the appropriate boxes. We require staff to work for a minimum of 4 hours per session.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **AM** |  |  |  |  |  |
| **PM** |  |  |  |  |  |

Do you drive and have access to own transport  YES  NO

**4. References**

Please provide contact details for two referees. One should be your most recent childcare employer or placement if applicable and must have had line management responsibility for you. The other can be a character reference. Both referees should have known you for at least one year and be able to give a detailed account of your childcare experience. If successful at interview, we may ask for additional references from any of the employers listed on your application form. References from relatives will not be accepted.

|  |  |
| --- | --- |
| Name | Name |
| Position | Position |
| Organisation | Organisation |
| Address  Postcode | Address  Postcode |
| Phone | Phone |
| Email | Email |
| Relationship to you | Relationship to you |

Do you consent to us contacting these referees before interview? Yes No

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**5. Advertising**

Where did you hear about this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Consent to Health Medical Declaration**

I understand that as part of the pre-employment screening process I will be required to obtain a written report from my GP stating that that I am fit to carry out the duties of the post.

**7. Consent to Disclosure of Criminal Convictions**

I understand that if I am shortlisted for interview I will be required to complete a consent for checks form. I understand that as per AccessNI Code of Practice, Employers For Childcare must ask me to disclose if there is any reason why I cannot work in regulated activity. The information provided will not be discussed at the interview itself. A separate arrangement will be made if clarification is required. A criminal record will not necessarily be a bar to obtaining a position.

**8. Consent to Access NI Enhanced disclosure with barred list check**

I understand that an Access NI enhanced disclosure with barred list check must be carried out before my appointment can be confirmed. I am aware that spent convictions may be disclosed. All checks are carried out in line with AccessNI Code of Practice which is available upon request.

***Please note applicants must pay a £20 non-refundable fee before an Access NI check will be carried out.***

**9. Agreement to provide Certificate of Good Conduct (If applicable)**

I agree to provide a Certificate or letter of Good Conduct from the relevant embassy or High Commission where I have lived outside of the UK within the last 5 years.

**10. Referral to Relevant Authorities**

I am aware that Employers For Childcare is required to refer any concerns regarding the suitability of a person for working with children to the relevant authorities. Any such information which comes to light during this recruitment and selection process will be referred accordingly.

# 11. APPLICANTS DECLARATION

**I certify that all the information I have given is correct. I understand that any false information given or information omitted may result in any offer of employment being withdrawn or in employment being terminated. I give my consent to the checks listed in questions 6, 7, 8, 9 and 10.**

Employers For Childcare adheres to the Access NI Code of Practice, has a policy on the Secure Handling, Use, Storage and Retention of Disclosure information and has a policy on the recruitment of ex-offenders, copies of which are available upon request from the HR Department.

I hereby give consent for the information on this form to be collected, stored and processed in accordance with the provisions of the Data Protection Act 1998.

**SIGNED DATE**

# Completed Application Forms should be returned along with the Equal Opportunities Monitoring Form to:

Employers For Childcare

Blaris Industrial Estate

11 Altona Road

Lisburn, BT27 5QB.

**Or returned via email to** [**hr@employersforchildcare.org**](file:///\\efc-fp-01\all%20users\Marketing%202016\Shared%20Folder\Solutions\Childcare%20Providers\Forms%20and%20Guides\hr@employersforchildcare.org)

**Alternatively, you can complete this form on our website and submit on-line to our HR Department.**



|  |
| --- |
| Childcare Temps |

|  |
| --- |
|  |

# Post Applied For Reference No

**PLEASE NOTE: THE FOLLOWING PAGES WILL NOT BE MADE AVAILABLE TO THE SHORTLISTING PANEL**

EQUAL OPPORTUNITIES MONITORING FORM

*In strictest confidence*

We are an Equal Opportunities employer and we welcome applicants regardless of religious belief, political opinion, race or ethnic origin, gender, marital status, sexual orientation, disability or age.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (NI) Order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

***If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***

**1. Community Background**

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Protestant or Roman Catholic. Please indicate your community background:

**□ I am a member of the Protestant community**

**□ I am a member of the Catholic community**

**□ I am not a member of either the Protestant or the Catholic community**

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form.

**2. Gender**

**□ Female □ Male**

Month

Year

Date

**3. Age**

Please state your date of birth:

**4. Disability**

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Having read this definition do you consider yourself to have a disability?

**□Yes □ No**



|  |
| --- |
| Childcare Temps |

|  |
| --- |
|  |

**Post Applied for Reference No**

**CRIMINAL CONVICTIONS - FAILURE TO COMPLETE THIS SECTION WILL RENDER YOUR APPLICATION INVALID.**

Please note a satisfactory Access NI Clearance is required prior to commencement of employment. A criminal record or answering ‘Yes’ to any of the below questions will not necessarily be a bar to obtaining a position.

Do you have any convictions that are not "protected" as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014?  YES  NO

Have you any legal charges currently outstanding?  YES  NO

This post may involve ‘regulated activity’ as defined under Safeguarding Vulnerable Groups (NI) Order 2007. Is there any reason as to why you would not be suitable to work with vulnerable young people in a childcare setting? YES  NO

|  |
| --- |
| *If so, please give details. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are “spent” under the Rehabilitation of Offenders (NI) Order 1978, as amended in 2014.*  *Please refer to the Table of Rehabilitation Periods on the following page.* |
| **Employers For Childcare will carry out enhanced AccessNI disclosure checks on successful applicants** |

**Table of Rehabilitation Periods**

The table below outlines the rehabilitation periods after which many of these sentences will be considered ‘spent’. This means an applicant may answer “no” if asked about a criminal conviction or record unless the job to which they are applying is an ‘excepted’ one. A criminal record will not necessarily be a bar to obtaining a position.

**Custodial sentences of over 2½ years can never become spent**

|  |  |  |
| --- | --- | --- |
|  | Rehabilitation Period | |
| Aged 18 or over  upon conviction | Aged under 18 upon conviction |
| Prison (immediate or suspended sentence) or Young Offender Institution-more than 6 months but less than 2½ years | 10 years | 5 years |
| Prison (immediate or suspended sentence) or Young Offender Institution-6 months or less | 7 years | 3.5 years |
| Fine or Community Service Order, Combined Orders | 5 years | 2.5 years |
| Absolute Discharge | 6 months | |
| Probation Order, Bind Over, Conditional Discharge, Care/Supervision Order | Date order ceases or 1 year (after date of conviction) - whichever is longer | |
| Attendance Centre Order, Juvenile Justice Order, Youth Conference Order, Community Responsibility Order | 1 year after the Order expires | |
| Hospital Order (with or without restriction) | 5 years (after date of conviction) or 2 years after the Order expires - whichever is longer | |