

**Application form**

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| Please complete this form in black ink or black type.A curriculum vitae will not be accepted. | Application number 05/25/ |

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| Post applied for: | **Deputy Creche Leader Closing Date: 8th May 2025 @ noon** |

## **Personal details**

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| **First name:** |  |
| **Last Name:** |  |
| **Email:** |  |
| **Mobile Tel No:** |  |
| **Alternate Tel No:** |  |
| **Home address inc. post code:** |  |

## **Present or last post**

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| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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| **Position held:** |  |  |
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| **Current salary:** |  |  |
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| **Date started:** |  |  |
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| **Date left (if applicable):** |  |  |
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| **Reason for**  **leaving:** |  |  |

## **Previous posts** (most recent first)

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| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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| **Position held:** |  |  |
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| **Date started:** |  |  |
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| **Date left:** |  |  |

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| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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| **Position held:** |  |  |
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| **Date started:** |  |  |
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| **Date left:** |  |  |

## **Other previous posts** (please continue on a separate sheet if necessary)

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| **Employer** |  | **Date**  **from** | **Date**  **to** |  | **Job title** |
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## **Education, qualifications and training**

**Please note**: where a specific qualification is an essential requirement in the person specification you will be required to produce original certificates if you are offered the post.

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| **Qualification or course** | **Place of study** | **Date completed** | **Grade achieved (if applicable):** |
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## **References**

## Please give the name and addresses of two referees. One must be your current or most recent employer, or tutor if you are a student or school leaver. Please note references from personal friends or relatives are not acceptable.

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|  | Current or most recent employer |  |  |  |
| **Name** |  |  | **Name** |  |

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| **Position** |  |  | **Position** |  |

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| **Organisation** |  |  | **Organisation** |  |

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| **Address** |  |  | **Address** |  |
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| **Telephone** |  |  | **Telephone** |  |

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| **Email** |  |  | **Email** |  |

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| May we contact this referee if you are shortlisted? |  | May we contact this referee if you are shortlisted? |
| Yes  No |  | Yes  No |

## **Additional information**

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| Do you have any unspent criminal convictions? | Yes | No |
| (If yes, please give brief details) |  |  |
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**Please note:** if successful in your application you will be required to AccessNI in Northern Ireland and successfully complete the enhanced vetting process for the WHSCT.

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| **Are there any restrictions on your right to work in the UK?** | | Yes  No |
| If ‘yes’, please specify: |  | |
|  | |  |
| **Are you connected to a business which trades with Waterside Women’s Centre?** | | Yes  No |
| If ‘yes’, please state relationship and business: |  | |
|  |  | |
| **Are you related to or a partner of an employee or volunteer at Waterside Women’s Centre?** | | Yes  No |
| If ‘yes’, please state the name(s), relationship.  and if an employee, their job title: |  | |

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| **ESSENTIAL CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 1: Essential Criteria 1:**   * + 1. BA Hons Degree in Early Childhood Studies or Degree Level qualification in Early Years or Playwork     2. Or QCF Level 5 Diploma in Children’s Care Learning and Development (Management) Wales NI QCF     3. Or QCF Level 5 Diploma in Playwork QCF     4. Currently studying L5 (current enrolment in NWRC) OR Enrolling for L5 in September’25 or Jan’26 (with the likes of Rutledge).     5. Or a relevant occupational qualification in early years education, social work, nursing, teaching or health visiting.   **AND**  Two years’ experience working in play, education or Day care setting  NB: volunteer experience can be considered providing it is with the same age group as our setting 3 months to 4-year-olds. |
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**Note: If enhanced shortlisting is required the following Desirable Criteria will be used.**

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| **DESIRABLE CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Desirable Criteria 1:** Experience.   1. Experience of working in the community/voluntary sector. 2. Experience working with children in a supervisory capacity, in a crèche / playgroup environment. 3. Experience and understanding the issues involved in working with women from different communities. 4. Experience in compiling information and preparing documents. |
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| **DESIRABLE CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Desirable Criteria 2:** Skills.   * + 1. Good organisational skills.     2. Ability to communicate clearly, both orally and in writing.     3. Ability to build good working relationships.     4. Ability to work as part of a team. |
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| **DESIRABLE CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Desirable Criteria 3:** Knowledge.   * + 1. First Aid and Safeguarding Children     2. Understanding of voluntary/community sector issues. |
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| **DESIRABLE CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Desirable Criteria 4: Disposition**.   * + 1. Willingness to work within the values of Waterside Women's Centre.     2. Confidentiality and discretion.     3. An approach which values the contribution and participation of women. |
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*The Waterside Women’s Centre is an Equal Opportunities employer. We are committed to equal employment opportunities regardless of age, sexual orientation, gender, pregnancy, religion, nationality, ethnic origin, disability, medical history, skin colour, marital status, genetic information or parental status. We base all our employment decisions on merit, job requirements and the organisation’s needs.*

**DISABILITY**

If you require a reasonable adjustment for reasons related to a disability to allow you to attend interview, please contact [recruitment@watersidewomen.net](mailto:recruitment@watersidewomen.net)

## **Declaration**

I confirm that the details given in this form are correct and understand that any false declaration may result in disciplinary action being taken, which could result in my dismissal from post.

I hereby explicitly consent to Waterside Women’s Centre holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 2018.

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| **Signature** |  |  | **Date** |  |

*Where submitted by email an electronic signature is sufficient*