



Hand in Hand Childcare

Job application form

Hand in Hand Childcare is committed to the safeguarding and promotion of the welfare of all children and young people.

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form. **N.B. CV's will not be accepted.**

Job details

Position Applied For	
Please indicate preferred working arrangements:	Full time / Part time / Job share
Closing date for application	
Reference number	

Personal details

Surname	
First names	
Title (select as appropriate)	Mr / Mrs / Miss / Ms / Other
Preferred Name	
Address	
Email address	
Daytime telephone number	
Mobile	
Home	
National Insurance number	
Date of Birth	
Do you require a work permit?	YES <input type="checkbox"/> NO <input type="checkbox"/>
What is your DBS number?	

Present employment

Job title	
Name and address of employer	
Date commenced with employer	
Salary / wage / benefits	
Notice required	
Briefly describe your present job; its main purpose and your responsibilities:	

Previous employment

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work and any work experience from leaving school (continue on a separate sheet as necessary)			
Name & Address (include nature of business)	From / To (exact dates)	Position and Salary	Reason for leaving

Time Breaks in Employment

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order. (*please continue on a separate sheet if necessary*)

From (exact dates)	To (exact dates)	Reason for break:

Education and Qualifications

From age 11 onwards, and please state whether full (F) or part (P) time

Name of School, College, University etc	From / To	F/P	Subjects studied (with grades and year taken)

Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.
(Please continue on a separate sheet if necessary)

Course Title	Organisation	From / To

Membership of Professional Institutes

Please indicate whether membership is by examination

Institute	Level of membership	Year of Award

Driving Licence

Do you hold a current Driving Licence? (select as applicable)	Yes / No
If YES, please state the type of licence you hold	
Do you have any current endorsements? (select as applicable)	Yes / No
If YES, please specify:	

Why are you applying for this job?

Please mention any specific skills or experience that meets the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary).

References

Please provide three references. One must be your present or last employer (where applicable) and another second employer. If you have not been employed previously, please provide academic and character references.

A job offer will not be made without 2 satisfactory references.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

For posts within Children's Residential Services, employment references will be automatically sought even if you have stated 'no' in the 'may we contact' boxes below.

Please contact us immediately if this is a cause for concern.

Present/last employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes / No
Second Employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes / No
Personal/Professional Referee or Course Tutor (if applicable)	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes / No

Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning?	Yes / No
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes / No
If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details requested	Yes / No

Attendance

Please give the number of days and reason for any sickness/absence days taken during the last 12 months.

Number of days:	Reason(s):

Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) in accordance with the Rehabilitation of Offenders Act 1974. The post you have applied for carries exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed. All appointments are subject to an enhanced DBS check. N.B. Declaration of convictions will not necessarily bar you from employment.

Have you ever been convicted of a criminal offence? (select as applicable)	Yes / No
Have you ever received a Caution, Reprimand or Warning?	Yes / No
Are there any alleged offences outstanding against you?	Yes / No
If YES to any of the above, please give details in a sealed envelope marked 'strictly confidential'. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

Declaration of Interests

Do you have any relationships with any person employed by or connected with Hand in Hand Childcare ?	Yes / No
If YES, please give full details (stating department and job title):	

Hand in Hand Childcare

Disclaimer Form

The Disqualification for Caring for Children Regulations 2002 applies to anyone employed in a registered or voluntary children's home.

The Regulations set out grounds for disqualification from caring for children.

These fall into three main areas:

1. Where a child of the individual has at anytime been the subject of a care or similar order, or where an order has been made with the purpose of removing a child from the individual's care or preventing the child from living with him/her.
2. Where the person has been convicted of an offence specified in Schedule 1 of The Children and Young Persons Act or one involving injury or threat of injury to another person.
3. Where:
 - The person has been concerned with a voluntary or registered children's home which has been removed from the register; or
 - An application by the person for registration of a voluntary or registered children's home has been refused; or
 - The person has been prohibited from being a private foster parent, or the person has been refused registration to be a child minder or provider of day care, or had his/her registration cancelled.

I have read and understood the above and declare that I am not disqualified from caring for children under The Disqualification for Caring for Children's Regulations 2002.

Name: *(please print)*.....

Signed:..... **Date:**.....

Declaration

I declare that the information given both on this application form, disclaimer form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.

Signed:

Date

Print name

If form has been completed electronically

please place an 'x' in this box to indicate your consent →



Data Protection Act 2018

Hand in Hand Childcare will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

How to return your form

Completed forms can be emailed to: hr.handinhandchildcare@gmail.com

CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce. The Company’s Equality of Opportunity Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job. As part of this process we monitor our recruitment processes to identify whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

Job applied for			
Job No. or Ref (if applicable)			
Location			
How did you learn of this vacancy?			
Age		Date of Birth	
Gender	M / F		

Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed below, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an ‘x’ in ONE of the boxes below or by giving your own description in the space provided.

a. White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Gypsy/Romany	<input type="checkbox"/>	Other White background	<input type="checkbox"/>
b. Mixed	White & Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	Other Mixed background	<input type="checkbox"/>
c. Black or Black British	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>		
d. Asian or Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian background	<input type="checkbox"/>
e. Other ethnic Groups	Chinese	<input type="checkbox"/>	Other (Please specify)	<input type="checkbox"/>	_____			

Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Disability Discrimination Act 2005 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate in the interview. At the interview you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.

Do you consider yourself to be disabled as set out in the Disability Discrimination Act? (select as applicable)	Yes / No
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Other religion	
No religion	
Prefer not to say	

Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	
Gay man	
Gay woman / lesbian	
Heterosexual / straight	
Other	
Prefer not to say	