

# Polka Day Care Application for Employment

## Instructions

- Please fill in all **sections 1 to 14** as well as the **Recruitment Monitoring Form**.
- Please write in **black ink** so the form can be photocopied.
- Put your **name** and the job title at the top of any additional sheets you use.
- **Sign and date** the declaration at the back of this form and the Recruitment Monitoring Form.

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of the successful candidate.

**1. Post Applied for:** \_\_\_\_\_

Maximum number of hours you would like to work

Minimum number of hours you would like to work

## 2. Personal Details

Title	<input type="text"/>	Surname	<input type="text"/>	Telephone (home)	<input type="text"/>
First Names	<input type="text"/>			Mobile Telephone	<input type="text"/>
Have you ever used any other names?					<input type="text"/>
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Personal Fax No	<input type="text"/>
If yes please state					<input type="text"/>
Address (in full)				Telephone (Work)	<input type="text"/>

Postcode

E-mail (personal or work – please specify)

Do you hold a valid driving licence for use in the UK?  Yes  No

Type - Provisional  Full  Other  Please Specify

Do you have transport available if the duties of the post require you to travel?  Yes  No

**3 Current or most recent employment**

Name and address of employer

Job Title

Current or last salary and grade

Weekly hours

Date started in Post

Date of leaving (if relevant)

Notice required in current job

Reason for leaving

Brief description of duties

**4 Employment History**

*Please list all employment since leaving full time education starting with the most recent.*

Employers name and address	Dates from/to	Job Title	Weekly Hours	Reason for leaving

**5 Breaks in employment history**

*If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, voluntary work etc.*

Dates from/to	Reason for break

**6 Education and qualifications**

*If you are shortlisted for interview you will be asked to provide evidence of your qualifications.*

Dates from/to	Educational establishment	Name of course/qualifications gained and grades

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**7. Other relevant training e.g. short courses, personal development, special projects**

Date	Organising body	Brief description of course content

**8. Supporting information**

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. It is only information contained in this application which will decide whether you are short listed for interview.

*Tell us about things which you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.*

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*Please continue on a separate sheet if necessary*

## 9. References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the 'no' boxes below. This will not effect our decision to invite you for interview. Satisfactory references will be required before an offer of employment can be made and your permission will be sought at that stage.

Please give the names and addresses of two people who would be willing to supply a reference for you. Where possible both of these should be your two most recent employers, or if you have not worked before, please use your school or college teacher/tutor. If this is not possible a suitable alternative would be a previous employer, business associate or leader/organiser of a voluntary organisation. Please do not include friends or relatives.

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### Ref. 1

Title	<input type="text"/>	Name	<input type="text"/>	Telephone	<input type="text"/>
Organisation	<input type="text"/>				
Occupation	<input type="text"/>			Fax No	<input type="text"/>
Address (in full)	<input type="text"/>			Email Address	<input type="text"/>
Postcode				Can we contact before interview?	<input type="checkbox"/> Yes
				How do they know you?	<input type="text"/>

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### Ref. 2

Title	<input type="text"/>	Name	<input type="text"/>	Telephone	<input type="text"/>
Organisation	<input type="text"/>				
Occupation	<input type="text"/>			Fax No	<input type="text"/>
Address (in full)	<input type="text"/>			Email Address	<input type="text"/>
				Can we contact before interview?	<input type="checkbox"/> Yes

Postcode

How do they know you?

#### 10. Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Criminal Records Bureau. The presence of a criminal record will not necessarily prevent employment. Please make the following declaration and tick the appropriate box.

***“I have read the statement about the policy on convictions as detailed in the terms and conditions of the post and:”***

I have nothing to declare.

I have information to declare and I have attached a sealed envelope containing details.

#### 11. Arrangements for people with disabilities

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.

*We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.*

Do you have a disability?  Yes  No

*(For definition of disability please see the Recruitment Monitoring Form)*

Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job?  Yes  No

If 'yes', please give details:

<b>12. Asylum and Immigration Act 1996</b>			
Do you need a Work Permit or Worker Registration Certificate to work in the UK?			
		Yes	No
<b>13. Declaration</b>			
<p>I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Wells Children's Centre to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.</p> <p>I agree that personal data relating to me which has been or is obtained by Well's Children's Centre, including personal data given by me on this form, may be held and processed either on computer or in manual records and may be disclosed to authorised employees of the Wells Children's Centre for any purpose relating to my application and prospective recruitment and employment.</p>			
Signature		Date	

## Recruitment Monitoring Form

**The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment.**

**The information you provide will be handled and stored in accordance with the Data Protection Act 1998.**

Wells Children's Centre welcomes applications for employment from all sections of the community. It is a fundamental principle of our policies that all people are equally valued regardless of their gender, age, disability, race, ethnic origin, language, religion or sexual orientation. The aim of our policies is to ensure that employment practices do not allow unfair discrimination and to promote equality of opportunity for all.

To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. Only by collecting the information provided on this form can we progressively assess our performance and identify where improvements should be made.

**Please fill in all sections in black ink**

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Post Title

Post Reference

Male

Female

Surname

Age I am

Under 21

First Names

21 – 30

51 - 60

Nationality

31 - 40

60 - 64

41 - 50

65 or over

## Vacancy

I heard about this vacancy through:

(delete as necessary)

*Please give one answer only.*

*Job Centre*

*Local Newspaper\**

*Child Information Service\**

*Other\**

*Please specify: \_\_\_\_\_*

*Religion*

*If you feel the choices do not provide a suitable option, please write how you would describe your religion.*

*Please delete as necessary*

*Christian/Sikh/Judaism/Muslim/Hindu/Buddhist/*

*None/Other\**

*Please specify: \_\_\_\_\_*

## Ethnic origin

*The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin.*

### (a) White

- British
- Irish
- Any other white background

### (b) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

### (c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

### (d) Black or black British

- Caribbean
- African
- Any other black background

If you have ticked one of the **'any other'** boxes, please describe your ethnic origin below.

### (e) Chinese or other ethnic group

- Chinese
- Any Other

## Disability

Do you have a disability?

Yes

No

## Definition of Disability

The Disability Discrimination Act 1995 defines disability as follows:

A person has a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

According to the Act, a disabled person is currently someone who:

- Has a physical or mental impairment
- The impairment has an adverse and substantial effect on his or her ability to carry out normal day to day activities
- The effect of the impairment is long term

Examples of conditions covered include:

- Physical impairments: diabetes; epilepsy; multiple sclerosis; cancer; cerebral palsy; heart disease
- Mental impairments: schizophrenia; dyslexia; bi-polar disorder; learning difficulties
- Progressive conditions: cancer; multiple sclerosis; muscular dystrophy; HIV infection

Sensory impairments, such as blindness, having partial sight or hearing loss are also included within 'physical and mental impairments'.

Signature

Date

## For office use only

Shortlisted

Appointed