



Application Form

1. All sections, where applicable, must be completed

Job Title:	
Name of setting	
Closing Date	
Interview Date	

2. Personal Details

Title	
Family Name	
Given Name/s	
Date of Birth	
Address	
Email	
Mobile phone	
Home phone	

Do you have a current driving licence?	YES/NO
Do you have use of a car?	YES/NO

3. Asylum and Immigration Act 1996

Do you have a right to work in the UK?	YES/NO
Do you have any restrictions on taking up employment in the U.K.? If yes, please supply details:	YES/NO

4. Education and Qualifications

Please give details of **Secondary** and **Further Education** including any 'A' Levels or equivalent vocational courses

Dates (mm/yyyy)	College/other institution	Qualification obtained and Grade/Level
From	To	

Please give details of any **Higher Education** and equivalent courses

Dates (mm/yyyy)	College/other institution	Qualification obtained and Grade/Level and name of Awarding Body
From	To	

Please give details of any other professional or vocational qualifications you hold that are relevant to your application			
Dates obtained	Qualifications obtained And Grade/Level	Name of Awarding Body	

5. Present or most recent employment

Post Title		Start date	
Notice required		End date	
Reason for leaving			
Employers Name and Address			
Email			
Telephone number			
Please give a brief description of your current or last post and responsibilities			

6. Previous Employment

Please give details of all previous employments, full and part time, paid or unpaid, including those in a voluntary capacity. Please list in order, starting with the most recent first.

Date		Name and Address of Employer School/College	Job Title Reason for Leaving	Duties
From	To			

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7. Experience and Achievements

You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary. Please include:

- Any information about your past experience in Childcare/Early Years/Playwork
- Details of any relevant experience gained at work, in a voluntary capacity, or at home
- Details of relevant training or positions of responsibility
- How do you meet the person specification/job description for the role

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8. References

Please provide the names and addresses of two referees who can comment on your suitability for this position. (Note: If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed/volunteering in work with children). References will not be accepted from relatives, or persons who only know you as a friend.

Additionally please note: We will contact these referees if your application is short listed for the position and where possible and seek reference before interview, please tick box if you would prefer for the reference to be taken up after interview. Also in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact: Sarah Walters, SPRING ASC, admin@springasc.co.uk

Name		Name	
Address		Address	

Job Title		Job Title	
Relationship		Relationship	
Phone number		Phone number	
Email		Email	
Contact before interview	YES/NO	Contact before interview	YES/NO

9. REHABILITATION OF OFFENDERS ACT 1974 (exception) Order 1975

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, 'binds-overs' or any criminal convictions that include any that would otherwise be considered 'spent' under the Act.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are protected and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

SPRING ASC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Please be aware that an enhanced DBS check will be required for any position with access to these individuals or sensitive information.

Have you ever been involved with the Police such as interviewed, questioned, subject to a court order, bound-over, received a reprimand, warning, cautioned or convicted?	YES/NO
Has anyone that lives in the same household or property as you been disqualified or barred from working with children under the Childcare Act 2006?	YES/NO
Has anyone that lives in the same household or property as you been cautioned or convicted of an offence that may have a bearing on your suitability to work with children?	YES/NO
Do you have parental responsibility for a child who is being assessed or who has been placed on a Child Protection Plan?	YES/NO

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.

I understand that if my application is successful an Enhanced DBS will be obtained.

I am part of the **DBS update service** and I give permission for you to check my certificate online

My unique ID DBS update service number	
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10. Declaration (please read carefully)

For the purpose of the Data Protection Act 1998, I consent to the information contained on this form, and any information received by or on behalf of (Insert setting name) relating to the subject matter on this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, The Secretary of State or regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any employment offer and possible criminal prosecution.

Signature		Date	
Print Name			