



GROWING PLACES - APPLICATION FORM

“Community Childcare Centres is committed to safeguarding and promoting the welfare of Children and Young people and expects all staff, parents, students and volunteers to share this commitment”

This application form complies with Equality Act 2010 & Data Protection (Act 2010 / GDPR 2018)

Please complete this application form in black ink OR electronically. Use a separate sheet of paper wherever necessary.

Section 1 – APPLICATION DETAIL

Post applied for:

Dates/times you are **not** available for interview:

Please use this space to say:

Why you are interested in the post for which you have applied

Why you believe you are the best person for the role

Section 2 - PERSONAL INFORMATION

Title (Mr, Mrs, Miss, Ms, etc.):

National Insurance No.

Surname:

Forenames:

Previous names:

Current address:

Preferred contact number:

Email:

Do you already have a current valid DBS number?

Note: an application for a DBS certificate will be submitted in the event of the applicant being offered the position.

YES/NO

Do you hold a full driving licence?

*If YES, please provide further details in box below. If NO, please go to **SECTION 3***

YES/NO

Do you hold a MIDAS minibus driver's certificate?

YES/NO

Do you have any current endorsements for driving?

If YES, please provide further details in box below.

YES/NO



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Section 3 – EMPLOYMENT RIGHTS

Do you have the right to take up employment in the UK?
*If NO, please provide further details in box below. If YES, please go to **SECTION 4***

YES/NO

If you **do not** have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?

YES/NO

Section 4 – EDUCATION & QUALIFICATION(S)

Highest relevant qualification / level gained	Establishment	Month/Year of Award
Other relevant qualification(s) / level(s) gained	Establishment(s)	Month/Year of Award(s)

Section 5 – SKILLS AND EXPERIENCE

Employment history

Please give details of your **entire employment history**, beginning with your present or most recent. *Please attach a separate sheet, if necessary..*

Name / address of employer	Position held	From Month/Year	To Month/Year	salary	P/Time or F/Time



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Section 5 – SKILLS AND EXPERIENCE continued...

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Do you have any other training, qualifications, skills or personal qualities relevant to the post?

Section 6 – OTHER INFORMATION

Have you made a previous application to the Company? If so, when was this **and** what was the outcome?

How many weeks’ or months’ notice do you have to give to your current employer?

Do you know, or are you related to, any other employees of the Company?

YES/NO

If your answer is “yes”, please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them:

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview:

Section 7 – REFERENCES

Please give details of two referees, one of whom should be your current or most recent employer. *Note - if this is an application for your first job, your school teacher or higher /further education lecturer. The other should not be a relative or friend.*

<u>FIRST REFEREE</u>	<u>SECOND REFEREE</u>
PREVIOUS EMPLOYER / OTHER	CURRENT EMPLOYER
Name: Address:	Name: Address:
Post code: Telephone number: Email:	Post code: Telephone number: Email:
How this referee knows you:	How this referee knows you:

PLEASE BE AWARE – THE FIRST REFERENCE WILL BE TAKEN UP BEFORE INTERVIEW

Please note – if information provided shows several periods of short term employment / agency work, we reserve the right to request additional references.



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Section 8 – PRIVACY NOTICE / STATEMENT

*Growing Places’ is registered under the Data Protection Act 1998 registration no Z8685195, and any data collected will be used and held in accordance with the requirements of the Data Protection Act 1998, and its successor, the General Data Protection Regulations (GDPR, May 2018). We keep your application form personal information for a minimum of 6 months, such that should any vacancies arise we are able to contact you and potentially invite you in for interview. Should you be successful at interview stage, the details you have submitted on this application form will be used to manage company recruitment procedures and we will keep you details within our HR personnel systems for the duration of your employment. Should your application **not** have been successful, we will securely dispose of your application form and personal details after 6 months.*

Section 9 – DISCLOSURE / EQUALITY & DIVERSITY / DECLARATION

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for assessing your suitability for the post you have applied for.

Please state details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions in a sealed envelope. If you have no past or pending cautions or convictions, please specify “None” below:

Childcare providers have a legal responsibility to ensure that each member of their staff team is suitable to work with children (e.g. Childcare Act 2006)

Have your own children been taken into care AND/OR are your own children the subject of a child protection order?

Please circle:

YES

NO

Equality & Diversity

COMMUNITY CHILDCARE CENTRES (Growing Places is a charitable company, committed to enhancing lives, raising aspirations and creating opportunities for all stakeholders (children, their families, employees and volunteers). GROWING PLACES’ actively promotes equality of opportunity and selects candidates for interview based on their skills, qualifications and experience. An application for a DBS certificate will be submitted in the event of the individual being offered the position. If your application is successful, company HR procedures will start, including application for both DBS certificate and DBS Update service. Company expectation is that you will consent to both DBS processes.

How did you hear about us?

Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data being used for all purposes in connection with my employment.

Signed:

Print name:

Date:

Please return: FAO – Jackie Warren: Growing Places @ Morelands, Crookhorn Lane, Purbrook, Hampshire, PO7 5QL
Telephone: (023) 9225 8557 Registrations: Charity Number: 1086957 Company No. 4148695)
manager@growingplaces.org.uk www.growingplaces.org.uk