

# PlayPals Childcare Ltd

**Big opportunities for little people**

**Application Form**

**Play Pals Childcare Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteer to share this commitment**

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| --- | --- |
| Vacancy Details | |
| Job Title: |  |
| Advertising origin | |
| Where did you hear about this  vacancy? |  |

|  |  |
| --- | --- |
| Personal Details | |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Known as: |  |
| Date of Birth: |  |
| Address: |  |
|  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| National Insurance Number: |  |

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| Eligibility to work in the UK | | | | |
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will asked to provide proof of your work entitlements. | | | | |
| Do you have an entitlement to work in the UK? | Yes |  | No |  |

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| Caring Responsibilities | | | |
| Is there anyone who relies upon you for care and attention AND that you assist with their daily routine? | | | |
| Yes |  | No |  |
| If yes, please indicate who you provide such care for? | | | |
| Adults (18 or over) |  | Children |  |

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| Disclosure | |
| In line with the General Data Protection Regulations (GDPR) 2018, in signing the declaration you agree to us processing your information in line with the Privacy notice supplied to you. This information will not be retained or processed for any other purpose. | |
| I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the GDPR 2018 and subsequent legislation. | |
| Signed: |  |
| Date: |  |

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| Equality and Diversity | | | | | |
|  | | | | | |
| Gender | | | | | |
| Male |  | | Female |  | |
| Is your gender identity the same as the gender you were assigned at birth? | | | | | |
| Yes |  | | No |  | |
| Ethnic Origin | | | | | |
| White | | British | | |  |
|  | | Irish | | |  |
| Traveller of Irish Heritage | | |  |
| Gypsy/Roma | | |  |
| Polish | | |  |
| Other White European | | |  |
| Other White | | |  |
| Mixed | | White and Black Caribbean | | |  |
|  | | White and Black African | | |  |
| White and Indian | | |  |
| White and Pakistani | | |  |
| White and Bangladeshi | | |  |
| Other mixed | | |  |
| Asian or Asian British | | Indian | | |  |
|  | | Pakistani | | |  |
| Bangladeshi | | |  |
| Kashmiri | | |  |
| Other Asian | | |  |
| Black or Black British | | Caribbean | | |  |
|  | | African | | |  |
| British | | |  |
| Somali | | |  |
| Other black | | |  |
| Chinese or other | | Chinese | | |  |
|  | | Other ethnic group | | |  |
|  | | |  |
| Unknown | | |  |

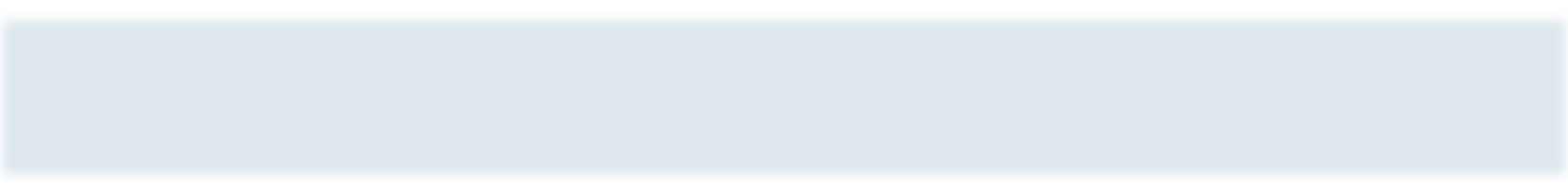
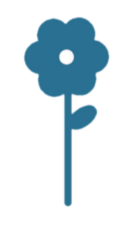
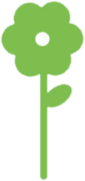
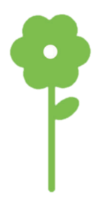
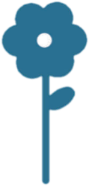
|  |  |
| --- | --- |
| Declarations | |
|  | Yes |
| I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK. |  |
| I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge |  |
| I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal. |  |

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| Dismissals | | | |
| Have you ever been dismissed from any employment for any reasons other than redundancy? | | | |
| Yes |  | No |  |
| If YES please give details, including dates, reasons and employer. | | | |
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| Declaration | | | |
| Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)?  [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)](https://www.legislation.gov.uk/ukdsi/2020/9780348209648/pdfs/ukdsi_9780348209648_en.pdf) | | | |
| Yes |  | No |  |
| If yes, please state: | | | |

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| Disabilities | | | |
| The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (ie. Has lasted or is expected to last over 12 months) | | | |
| Do you consider yourself to be disabled according to this definition? | | | |
| Yes |  | No |  |
| If you answered yes, how would you define this impairment? | | | |





# PlayPals Childcare Ltd

References

Please provide details of two people who can provide a reference for you and who can confirm your suitability for the role in question. If you have not previously been employed you can provide a personal reference, or if you have recently left education, details of your Headteacher/Tutor will be acceptable. Please note that we are unable to take references from someone who only knows you as a friend, or is a family member. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. If you are applying for a post working with children, one reference must be from an organisation where you held a similar role, even if this was in a voluntary capacity.

**Please note that references will be taken up prior to interview. E-mail addresses for referees are mandatory and applications without e-mail addresses will not be considered.**

|  |  |
| --- | --- |
| Current or most recent employer | |
| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Switch Board Telephone  number: |  |
| Email address: |  |
| Relationship to you: |  |

|  |  |
| --- | --- |
| Previous employer | |
| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Switch Board Telephone  number: |  |
| Email address: |  |
| Relationship to you: |  |

Employment History

This gives an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed.

|  |  |
| --- | --- |
| Employment Experience | |
| Name of current/most recent employer: |  |
| Job Title: |  |
| Address: |  |
| Postcode: |  |
| Salary and benefits: |  |
| Date from (dd/mm/yyyy): |  |
| Date to (dd/mm/yyyy) (if applicable): |  |
| Period of notice required (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history.

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| --- | --- | --- | --- | --- | --- | --- |
| Previous Employment Experience | | | | | | |
| Name of previous employers | Job Title | Address | Date from  (dd/mm/yyyy) | Date to  (dd/mm/yyyy)  (if applicable) | Reason for leaving | Please provide brief details of duties and responsibilities |
|  |  |  |  |  |  |  |

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.

Education and Training

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

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| --- | --- | --- | --- |
| Education | | | |
| Qualifications | Grade | Where Obtained | When Obtained |
|  |  |  |  |

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| --- | --- | --- | --- |
| Membership Of Professional Bodies | | | |
| Professional Body | Level & method of  membership | Membership Number | Date of Membership |
|  |  |  |  |

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| --- | --- | --- |
| Training / Development | | |
| Subject | Provider | Date Attended |
|  |  |  |

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| Skills, Knowledge and Experience  Supporting Information |
| This section of the application form is very important, as this is where you demonstrate your suitability for  the job. Read through the advertisement and the job description to get a clear view of what the job involves.  Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.   * Ensure that the information you provide is well organised and relevant. * It should show to that extent you have gained the skills and experience necessary for the post. * Give specific examples of the work you have been involved in, how you went about it and the outcome. * Always remember to specify your responsibilities rather than those of your section or department |
|  |