

**Application for the post of Early Years Worker**

**St Michael’s Family Centre**

In accordance with our Equal Opportunities policy, our recruitment process is monitored to check that unfair discrimination is not taking place. To help us in this please complete the following by ticking and completing the relevant boxes.

**Personal details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Miss / Mr. / Mrs** | (delete as appropriate) | **Date of birth** (optional) |  |
| **First Name:** |  | **Surname:** |  |
| **Address:** |  | | |
| **Post Code** |  | **Home phone number:** |  |
| **Work telephone number** |  | **Can we ring you at work?** | Yes no |
| **Email address** |  | | |
| **I would describe my race or cultural origin as (please circle)** | Bangladeshi  Black African  Black other | Black Caribbean  Chinese  Indian | Pakistani  White  Other |
| **My gender is:** | Female | Male |  |
| **I am registered disabled at the job centre and hold a green card** | | Yes no |  |
|  | |  |  |
| **Please state where you saw this position advertised.** | |  | |

**Verification of employment or education records / references.**

Please provide names and address of two people who can verify or confirm your employment record. One should be your present employer or most recent employer and the other able to verify your suitability for the position applied for.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
| Post Code: |  | Post code: |  |
| Email & contact details |  | Email & contact details |  |

If you have not been in paid employment, please give the head of the educational or training establishment and or representative of any voluntary organisation with which you have been involved.

Verification is normally sought after interview. Please indicate whether your referee can be approached before interview.

Yes No

**Employment history**

Including both paid and voluntary

Present or most recent employment:

Name and Address of employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Post held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Basic salary per annum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Other employment / career history (please put most recent first) please continue on a separate sheet if needed

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| --- | --- | --- | --- | --- |
| From | To | Employer | Address | Position held |
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**Education and qualifications:**

**Childcare Qualifications**

|  |  |  |
| --- | --- | --- |
| Type of institution | Examinations & subjects studied | Grade of award or examinations |
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|  |  |  |
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|  |  |  |
| Other qualifications to include GCSE’s or A Level (English, Maths and Science plus any other subjects) | | |
|  |  |  |
| Type of institution | Examinations & subjects studied | Grade of award or examinations |
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Please give details of any other courses undertaken, including short courses and in-service training, and or current studies.

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**Experience / relevant skills / further information**

Having read the job description and person specification, please state how your experience and achievement to date would make you a suitable candidate for this post.

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|  |

Is there any other information you would like to tell us – please continue on separate sheet

**Declaration:**

I declare to the best of my knowledge the information given on pages 1 – 5 is correct and can be treated as part of my subsequent contract of employment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rehabilitation of offenders act.**

Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitations of Offenders Act 1974.

Have you ever been convicted of any criminal offence?

Yes No

If yes, please give details of the conviction(s) and date(s)

Do you have a current DBS check: if so provide details of the issue number and date of issue

Yes No

If Yes provide details of the issue number and date of issue