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| Application form  **Private and confidential**  **Applications are invited from all candidates.**  **Please return this form:**  To: Green Giraffe Unit 2, Dunleavy Drive, Cardiff Bay CF11 0SR  Or by email – natashabrookes@greengiraffenursery.co.uk  **Nursery name: The Green Giraffe Nursery LTD**  **Location of nursery- please underline preferred location**  **(please note all staff are contracted to work in any of our nursery settings)**  **Cathedral Road Cardiff Bay The Parade Radnor Road**   |  |  | | --- | --- | | **Title:** |  | | **Full name:** |  | | **Address**  **Postcode:** |  | | **Tel No:** |  | | **Email Address:** |  | | **Position applied for :** |  | | **Where did you see /hear about the job advertisement ?** |  | |

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| **Education and qualifications**  Please include :   * GCSE’S or equivalent * A levels or equivalent * Highest diploma of education. * Any other Training/qualifications obtained such as first aid, food hygiene, safeguarding, child protection etc. | | | | |
| **Establishment name** | **From** | **To** | **Qualifications Awarded** | **Grade/ result** |
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| Employment history  Please list your present or most recent employer first  Please declare and explain employment gaps.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Continue on another sheet if necessary   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Establishment name | From | To | Roles and responsibilities | Reason for leaving | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   Please complete the below- **THIS MUST BE COMPLETED TO CONISDER YOUR APPLICATION**  **Please write a cover letter indicating your reasons for applying for the post, why you think this role is suited to you and why would you like to work in the early years.**  ***You are also invited to give here any additional information which you wish to have taken into account in support of your application, and to highlight any voluntary work, placements, childcare experience, hobbies, spare time activities, interests, memberships of voluntary organisations etc.*** | | | **References**  Please give names, addresses and telephone numbers of two referees one of whom should be your present/most recent employer. Please state in what capacity you know the referees. References will be taken up after you have accepted an offer of employment, unless you indicate that we can approach your preferred referees prior to this.  **I submit the following as referees who can comment on my suitability to work with young children. At least one referee is my last employer:**  **Referee** 1 :   |  |  |  |  | | --- | --- | --- | --- | | Surname: |  | First Name: |  | | Address: |  | Postcode: |  | | e-mail address: |  |  |  | | Tel: |  | Relationship: |  | | | | **Referee 2 :**   |  |  |  |  | | --- | --- | --- | --- | | Surname: |  | First Name: |  | | Address: |  | Postcode: |  | | e-mail address: |  |  |  | | Tel: |  | Relationship: |  | | | | Can we approach these two referees prior to interview/ job offer? (circle) | Yes/ No | | | | | |
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| **Declaration** | | |
| 1. I declare that I have not been convicted of any criminal offence, received cautions or written warnings spent or otherwise (the position is exempt from the provisions of the Rehabilitation of Offenders Act). Please note, all job offers will be subject to enhanced DBS checks (England and Wales)/ PVG registration (Scotland) 2. I confirm I am eligible to work in the UK. 3. Staff Suitability Declaration.   Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the manager/senior responsible for your recruitment. | | |
| **Please circle yes or no against each question:** | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence **since the date of your most recent enhanced DBS disclosure/PVG registration?** | Yes | No |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your employment at this setting? | Yes | No |
| • Are you ‘Disqualified for Caring for Children’ (to include): | Yes | No |
| • Have you committed any offences against a child? | Yes | No |
| • Have you committed any offences against an adult (e.g. rape, murder, indecent assault, actual bodily harm etc.)? | Yes | No |
| • Have you been barred from working with children (DBS/PVG)? | Yes | No |
| • Are you living with someone who has been barred from working with children (DBS/PVG)? | Yes | No |
| • Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006? | Yes | No |
| • Have your own children been taken into care? | Yes | No |
| • Have/are your own children the subject of a child protection order? | Yes | No |
| • Has your name been placed on the DBS/PVG barring list? | Yes | No |
| Do you have any medical conditions that could affect your ability to care for children? | Yes | No |
| Do you have any special requirements to enable you to attend an interview? | Yes | No |
| Are you taking any medication on a regular basis or any other substances? | Yes | No |
| If you have answered YES to any of the questions, please provide further information below: | | |

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| If appointed,   * I understand my responsibility to safeguard children and am aware that I must notify my   manager of anything that may affect my suitability.   * I will ensure I notify my employer of any convictions, cautions, court orders, reprimands or   warnings I may receive.   * I am aware that if I am taking medication on a regular basis I must notify my employer, and   must keep the medication in a safe place, out of reach of children.   * I will ensure I notify my manager if I experience any health concerns which could impact   upon my ability to work with children.   * I give permission for you to contact any previous settings, local authority staff, the police, the DBS/PVG, or any medical professionals to share information about my suitability to care for children.   **4. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action or dismissal.** | |
| **Signature:** | **Date:** |
| **For Personnel/Shortlisting Committee Use Only** | |
| Shortlist/decline with reason: |  |
| Date of interview: |  |
| Panel members: |  |