



APPLICATION FORM

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job

Position applied for:

Personal details:

Full name:		Do you hold a current full driving licence? YES NO
Address:	Telephone No's:	Email address:
	Home:	
	Work:	
	Mobile:	

Education:

1) Secondary education:			
School(s) attended:	From:	To:	Qualifications gained (subjects and grades):
2) Further education and professional qualifications:			
Institute(s) attended:	From:	To:	Qualifications gained:
Professional memberships:			

Continuous professional Development

Name of Course	Date Completed	Brief description	Benefit and Impact on practice/personal development

References:

Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. with whom contact can be made prior to interview: If a post requires additional references this will be detailed in the application pack.

References may be taken up prior to interview please contact us if you would prefer this not to occur

<p>1)</p> <p>Tel:</p> <p>Occupation:</p>	<p>2)</p> <p>Tel:</p> <p>Occupation:</p>
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Employment:

Present employment:			
Date appointed:	Employer:	Position held:	Brief outline of duties:

Previous employment:				Reason for leaving:
Dates from/to:	Employer:	Position held:	Brief outline of duties:	

Have you ever been asked to leave a childcare setting/situation? YES NO
 If yes, would you like to explain?

Have you ever been DBS checked? YES NO
 If yes, when?

Have you signed up to the DBS Update service? Date

Supporting Statement:

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Please continue on a separate sheet if necessary

Do you have a disability?

We will make reasonable adjustments to assist a person with a disability through the application and selection process and if successful, to assist you in completion of your duties.

Equal Opportunities Monitoring:

Ethnic Origin: (please tick one only or write in the 'other' category)		
White	Asian or Asian British	Mixed
British	Indian	White and black Caribbean

Irish	Pakistani	White and black African
Any other white background (please state)	Bangladeshi	White and Asian
Black or Black British	Any other Asian background (please state)	Any other mixed background (please state)
Caribbean	Other	Chinese
African	Any other ethnic group (please state)	
Any other black background (please state)		

Rehabilitation of Offenders Act 1974:

Have you at any time been convicted of any criminal offence? (For the purposes of the above Act, this application relates to exempted employment, and all criminal convictions must be disclosed).	If yes, please give details:
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Data protection

Humpty Dumpty Childcare Ltd will hold and process all of the above data in compliance with the Data Protection Act 1998. The information you have provided in this application is ‘sensitive personal data’ and requires your explicit consent before HDC Ltd can process it. Please sign below if you agree to this information being kept for equal opportunities monitoring purposes for recruitment, and if your application is successful, during employment.
 Application forms of unsuccessful candidates will be destroyed 6 months after the closing date for the job.

I understand that any offer and continuance of employment is conditional upon the accuracy of this information, satisfactory health declaration and successful completion of the probationary period.

I declare the following:
 That if an appointment is offered, it will be subject to satisfactory medical clearance.
 I am currently in good health
 I confirm that I do not live with anyone who has been disqualified to work with children
 I confirm that there is nothing in place to prevent me from working with children
 I declare that the information 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.
 I authorise Humpty Dumpty Childcare to hold the submitted information for the purposes of employment only.

Please note that if you have completed an on line application form you will required to sign the declaration at interview

Signed: _____ Date _____

Please add additional sheets to ensure that you have had the opportunity to fully respond to all points detailed throughout the application form.

PLEASE UPLOAD YOUR APPLICATION FORM ON THE CAREERS SECTION OF THE HUMPTY DUMPTY WEBSITE:
[HTTP://WWW.HUMPTYDUMPTYCHILDCARELTD.CO.UK/CAREERS/](http://www.humptydumptychildcareltd.co.uk/careers/)