



Please handwritten in black ink

SANDCASTLES APPLICATION FORM

Application date:

Position applied for:

Qualified Early Years Educator/Practitioner

PERSONAL DETAILS

First names:		Surname:	
Full postal address:			
Postcode:			
Home phone:		Mobile:	
Email:			
Are you 17 years of age or over?	YES	NO	
<i>Ofsted requires staff to be 17 years of age or over to work in ratio with children. Kitchen/ Housekeeping roles are not affected by this.</i>			

RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?	YES	NO
If you are not British or European Union national, are you entitled to take up employment in the UK?	YES	NO
Do you have a work permit?	YES	NO
If Yes please specify the terms of this permit / visa and expiry date:		

Please note: if you are successful in securing an interview you will need to provide proof of your qualifications and eligibility to work in the UK.

TYPE OF WORK

Are you looking for full time or part time work?	Full time	Part time			
Please indicate your availability to work (cross out sessions you are unavailable)					
	Mon	Tues	Weds	Thurs	Fri
8am-1pm					
12pm-6pm					

Please sign if you wish Sandcastles to store this page and contact you as further vacancies arise.

Signature: _____ Date: _____

EDUCATION AND QUALIFICATIONS

Further education qualifications	Qualification	Grade	Date
<i>Please specify the full title of your L3 or L6 Early Years qualification. https://www.gov.uk/guidance/early-years-qualifications-finder</i>			

Secondary school Subject	Qualification	Grade	Date
<i>Example:</i> Maths	GCSE	3 (B equiv)	June 2017

Other relevant training / qualifications / Continuous Professional training e.g. first aid, safeguarding, forest school etc

Other skills (Please detail other accomplishments e.g. computer fluency, dance training etc)

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EMPLOYMENT / EXPERIENCE HISTORY

1. Current or most recent employer					
Address					
Phone number					
Job title					
Role / Main duties					
Employment dates (from – to)					
Reason for leaving					
Notice required					
Final salary / hourly rate / work experience					
Line manager		Permission to contact for reference?	Yes	No (Please give detail)	

2. Previous employer					
Address					
Phone number					
Job title					
Role / Main duties					
Employment dates (from – to)					
Reason for leaving					
Notice required					
Final salary / hourly rate / work experience					
Line manager		Permission to contact for reference?	Yes	No (Please give detail)	

3. Previous employer					
Address					
Phone number					
Job title					
Role / Main duties					
Employment dates (from – to)					
Reason for leaving					
Notice required					
Final salary / hourly rate / work experience					
Line manager		Permission to contact for reference?	Yes	No (Please give detail)	

4. Previous employer					
Address					
Phone number					
Job title					
Role / Main duties					
Employment dates (from – to)					
Reason for leaving					
Notice required					
Final salary / hourly rate / work experience					
Line manager		Permission to contact for reference?	Yes	No (Please give detail)	

Please photocopy this page if you require further space to detail your career history

WORKING IN CHILD CARE

Please answer the following questions drawing from work, home and school experiences, please continue on an additional sheet of paper if you feel you need more space to explain your skills and passion.

What motivates you to work with children?

What strengths do you feel you will bring to the role you are applying for?

What attracted you to apply to Sandcastles?

INTERVIEW REQUIREMENTS

Please specify if you require any special arrangements to enable you to access an interview e.g. BSL / wheelchair access / large print fonts etc

REFERENCES

Please provide the names of two referees one of whom must be your current / most recent employer / college tutor and the other a previous employer or professional acquaintance. **Friends or family members are not acceptable as referees unless they hold QTS.**

	Referee 1	Referee 2
Name and Address:		
Telephone number:		
Occupation:		
Capacity in which they know you:		
May we contact this person immediately?		

ALL SUCCESSFUL CANDIDATES WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE CHECK (DBS) AND OFSTED CLEARANCES INCLUDING HEALTH CHECKS.

DECLARATIONS

The post you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exemptions [Amendments] order 1986). It is a condition for employment that all convictions and cautions are disclosed (spent and unspent, including driving disqualifications) and in this respect checks will be made against you by Sandcastles who will apply for an Enhanced Disclosure Check using the Criminal Records Bureau (DBS). Sandcastles complies fully with the DBS and ICO codes of practice and undertakes to treat all applications for posts fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed. Failure to disclose such information will be regarded as grounds for dismissal if you are appointed. Having a criminal record will not necessarily bar you from employment.

Have you lived or worked abroad in the last 5 years?	YES	NO
Have you previously been CRB / DBS checked?	YES (Date):	NO
Are you signed up to the DBS update service? What are your check details? Certificate number Applicant surname Applicant DOB		
Have you any previous convictions / been cautioned / bound over?	YES	NO

If yes please give details, if no please hand write ***"I have no convictions or cautions"***:

The role for which you are applying for involves significant contact with children and hence requires post holders to register with OFSTED. You will be required to complete OFSTED's **Health Declaration** Booklet (HDB) to assess your medical suitability to work with young children. To complete this registration OFSTED will require details of any medical / health condition in the last 5 years which:

- Affects your physical ability i.e. stamina, walking, balance, bending, kneeling, lifting a child.
- May impair your consciousness, make you black out, lose concentration or become confused or disorientated.
- Affects your hearing in any way (after correction with any hearing device).
- Affects your eyesight in any way (after any lens correction).
- Causes depression, anxiety, panic attacks, mood swings, anger etc.
- Causes severe pain.
- Causes excessive drowsiness.
- Affects you in any other way.

The health registration will also require details of any history of:

- alcohol or drug dependency or misuse.
- contact with a significant infectious disease, such as tuberculosis or hepatitis.

Please give details of any medical history that you feel may be relevant to the role and or to OFSTED's clearance procedures:

Are you currently under the supervision of any medical practitioner?

I confirm that the information given on this form is to the best of my knowledge accurate, true and complete. I understand that any false statements may be sufficient cause for rejection or if employed dismissal. I understand that all appointment offers are subject to satisfactory DBS clearance & references.

Print name		Date	
Signature			

Thank you for your interest in a career with Sandcastles.

Please hand deliver or post this completed form to:
Helen O'Hagan,
Sandcastles Children's Nursery & Beach School,
425 Marine Road East,
Morecambe
LA4 6AA