

***For official purposes:***

#### Date rec.

Ref No:

**Recruitment Application Form**

**(Northern Ireland Only)**

Please complete this form in **BLACK INK** and **CAPITAL LETTERS** throughout or if you are typing the application please use size 11. Please return to:

Employers For Childcare Solutions

Blaris Industrial Estate

11 Altona Road

Lisburn, BT27 5QB.

**PLEASE NOTE: All sections must be completed in full. Only applications containing all the information which has been sought will be considered. CVs are not acceptable. Canvassing will disqualify. Please refer to the Job Description and Personnel Specification before completing this form.**

Position applying for: Nursery Assistant BT7

## Full Name of Applicant:

**Applicant’s Address:**

**Town/City: Postcode:**

**Home Telephone No: Mobile:**

**Email Address:**

***Please note if you provide an email address on your application form all correspondence regarding the recruitment campaign will be sent via email.***

**Are you over the age of 18? YES NO**

**Have you lived outside of the UK in the last 5 years? YES NO**

**1. Childcare Qualifications/Training (if applicable)**

Please list any childcare related qualifications and/or training you have completed which are relevant to the post.

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level of Qualification**  **NVQ/BTEC** | **Grade of Qualifications Gained** |
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*(Continue on separate sheet if necessary, marked with your name and the post for which you are applying)*

**Have you completed the following courses within the last 3 years?**

12 hour Paediatric First Aid certificate? **YES NO**

Safeguarding/Child Protection training? **YES NO**

Food Hygiene **YES NO**

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**2. Employment History**

Please start with your present or most recent **employment, childcare placement or work experience**.

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| --- | --- | --- | --- | --- | --- |
| **(i) Name & Address**  **of employer** | | **Dates Employed** | | **No. of hours per week (average)** | **Salary upon leaving** |
| **From**  **DD/MM/YY** | **To**  **DD/MM/YY** |
|  | |  |  |  |  |
| **Position Held & Description of Duties** | | | | **Reason for Leaving** | |
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|  |  | | | | |
| **(ii) Name & Address**  **of Employer** | | **Dates Employed** | | **No. of hours per week (average)** | **Salary upon leaving** |
| **From**  **DD/MM/YY** | **To**  **DD/MM/YY** |
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| **Position Held & Description of Duties** | | | | **Reason for Leaving** | |
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| **(iii) Name & Address**  **of Employer** | **Dates Employed** | | **No. of hours per week (average)** | **Salary upon leaving** |
| **From**  **DD/MM/YY** | **To**  **DD/MM/YY** |
|  |  |  |  |  |
| **Position Held & Description of Duties** | | | **Reason for Leaving** | |
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*(Continue on separate sheet if necessary, marked with your name and the post for which you are applying)*

**Gaps in Employment**

If there are any gaps in your employment, please explain in this section.

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| --- | --- | --- |
| **Date From** | **Date**  **To** | **Reason for gap in employment** |
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**3. Consent to G.P. Report**

I understand that as part of the pre-employment screening process, I will be required to obtain a written report from my G.P stating that that I am fit to carry out the duties of the post.

**4. Consent to Disclosure of Criminal Convictions**

I understand that if I am shortlisted for interview I will be required to complete a self-disclosure of criminal convictions. I understand that as per AccessNI Code of Practice, Employers For Childcare must ask me to disclose if there is any reason why I cannot work in regulated activity. The information provided will not be discussed at the interview itself. A separate arrangement will be made if clarification is required. A criminal record will not necessarily be a bar to obtaining a position.

**5. Consent to Access NI Enhanced disclosure with barred list check**

I understand that an Access NI enhanced disclosure with barred list check must be carried out before my appointment can be confirmed. I am aware that spent convictions may be disclosed. All checks are carried out in line with AccessNI Code of Practice which is available upon request.

**6. Agreement to provide Certificate of Good Conduct (If applicable)**

I agree to provide a Certificate or letter of Good Conduct from the relevant embassy or High Commission where I have lived outside of the UK within the last 5 years.

**7. Referral to Relevant Authorities**

I am aware that Employers For Childcare is required to refer any concerns regarding the suitability of a person for working with children to the relevant authorities. Any such information which comes to light during this recruitment and selection process will be referred accordingly.

**8. Advertising**

Please indicate where you heard of this vacancy:

**□ NIJobs.com □ CommunityNI □ Twitter**

**□ Job Centre/Online □ Word of mouth □ Facebook**

**□ Website (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**□ Newspaper (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**□ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. Referees**

Please provide contact details for two childcare referees. One should be your most recent employer or placement if applicable and must have had line management responsibility for you. Both referees should have known you for at least one year (if possible) and be able to give a detailed account of your childcare experience (either professionally or personally.) References from relatives will not be accepted.

Name:

Position:

Organisation:

Address:

Daytime

Phone No:

What is their relationship to you and how long has this person known you?

Name:

Position:

Organisation:

Address:

Daytime

Phone No:

What is their relationship to you and how long has this person known you?

**References will not be taken up until after selection interviews are carried out.** Please note we may ask for additional references from any of the employers listed on your application for the purposes of obtaining employment reference information.

# 10. APPLICANTS DECLARATION

**I certify that all the information I have given is correct. I understand that any false information given or information omitted may result in any offer of employment being withdrawn or in employment being terminated. I give my consent to the checks listed in questions 3, 4, 5, 6, 7 and 9.**

Please be advised that Employers For Childcare Charitable Group adheres to the Access NI Code of Practice; has a policy on the Secure Handling, Use, Storage and Retention of Disclosure information and has a policy on the recruitment of ex-offenders, copies of which are available upon request from the HR Department.

I hereby give consent for the information on this form to be collected, stored and processed in accordance with the provisions of the Data Protection Act 1998.

**SIGNED:** **DATE:**

# Post Applied for: Childcarer Applicant Ref No:

**PLEASE BE ADVISED THAT THIS PAGE SHALL NOT BE MADE AVAILABLE TO THE SHORTLISTING PANEL – FAILURE TO COMPLETE THIS SECTION WILL RENDER YOUR APPLICATION INVALID.**

**MEDICAL HISTORY**

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| Please provide details and approximate dates of **all periods** of sickness during the **past 2 years**.  *(Please continue on separate sheet if necessary)* |

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| **Dates of Sickness** | **No. of days** | **Reason for Sickness** |
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| Please give details of any illness you suffer from or have suffered from which could affect your capacity to work.  Employers For Childcare Solutions reserves the right to verify the above information with your current or previous employer. | | |

**CRIMINAL CONVICTIONS**

Please note a satisfactory Access NI Clearance is required prior to commencement of employment. A criminal record or answering ‘Yes’ to any of the below questions will not necessarily be a bar to obtaining a position.

Do you have any convictions that are not "protected" as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014? YES/NO *(delete as appropriate)*

Have you any legal charges currently outstanding? YES/NO *(delete as appropriate)*

This post may involve ‘regulated activity’ as defined under Safeguarding Vulnerable Groups (NI) Order 2007. Is there any reason as to why you would not be suitable to work with vulnerable young people in a childcare setting?YES/NO *(delete as appropriate)*

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| *If so, please give details. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are “spent” under the Rehabilitation of Offenders (NI) Order 1978, as amended in 2014.*  *Please refer to the Table of Rehabilitation Periods on the following page.* |
| **Please Note: Employers For Childcare Solutions will be carrying out enhanced AccessNI disclosure checks on successful applicants** |

**Table of Rehabilitation Periods**

The table below outlines the rehabilitation periods after which many of these sentences will be considered ‘spent’. This means an applicant may answer “no” if asked about a criminal conviction or record unless the job to which they are applying is an ‘excepted’ one. A criminal record will not necessarily be a bar to obtaining a position.

**Custodial sentences of over 2½ years can never become spent**

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|  | Rehabilitation Period | |
| Aged 18 or over  upon conviction | Aged under 18 upon conviction |
| Prison (immediate or suspended sentence) or Young Offender Institution-more than 6 months but less than 2½ years | 10 years | 5 years |
| Prison (immediate or suspended sentence) or Young Offender Institution-6 months or less | 7 years | 3.5 years |
| Fine or Community Service Order, Combined Orders | 5 years | 2.5 years |
| Absolute Discharge | 6 months | |
| Probation Order, Bind Over, Conditional Discharge, Care/Supervision Order | Date order ceases or 1 year (after date of conviction) - whichever is longer | |
| Attendance Centre Order, Juvenile Justice Order, Youth Conference Order, Community Responsibility Order | 1 year after the Order expires | |
| Hospital Order (with or without restriction) | 5 years (after date of conviction) or 2 years after the Order expires - whichever is longer | |



EQUAL OPPORTUNITIES MONITORING FORM

*In strictest confidence*

We are an Equal Opportunities employer and we welcome applicants regardless of religious belief, political opinion, race or ethnic origin, gender, marital status, sexual orientation, disability or age.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (NI) Order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

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# Post Applied For: Reference No:

**1. Community Background**

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Protestant or Roman Catholic.

Please indicate your community background: (delete as appropriate)

**□ I am a member of the Protestant community**

**□ I am a member of the Catholic community**

**□ I am not a member of either the Protestant or the Catholic community**

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form.

**2. Gender** (delete as appropriate)

**□ Female □ Male**

**3. Age**

Please state your date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Disability**

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Having read this definition do you consider yourself to have a disability? (delete as appropriate)

**□Yes □ No**

***Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***