

FURTHER EDUCATION

SUBJECT	LEVEL e.g. Certificate, Diploma, Degree, etc. & title of qualification obtained	GRADE	COLLEGE/UNIVERSITY
			Dates attended / /
			Dates attended / /
			Dates attended / /

PROFESSIONAL TRAINING Please continue on another page if required

SUBJECT	COURSE LENGTH	DATE	CERTIFICATE GAINED? Yes/No	TRAINING BODY

EMPLOYMENT HISTORY Please state in reverse order with current/latest employment first. Continue on another sheet if necessary.

DATES From / To	1. Name/Address of Employer 2. Supervisors name, title & contact no. 3. Reason for Leaving	TITLE OF POST AND BRIEF DESCRIPTION OF RESPONSIBILITIES
2.		
3.		
1.		
2.		
3.		
1.		
2.		
3.		

REFERENCES Please give details of two people who are willing to give you a reference. One of these must be your present or most recent employer. Referees should not be a relative.

1. Name	Relationship to you
Address	
Tel No	
Fax No	E-mail
Job Title	
Can we take up a reference at this stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Name	Relationship to you
Address	
Tel No	
Fax No	E-mail
Job Title	
Can we take up a reference at this stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>

ADDITIONAL INFORMATION Please give details of any achievements, interests or other additional information which you feel may support your application.

CONVICTIONS

Have you ever been convicted or bound over at any court in any country or been issued with a caution by the police or do you have a prosecution pending?	YES / NO
Have you previously undergone a successful Police Check/CRB?	YES / NO
If yes, when was it carried out? Please enter the date.	

ATTENDANCE RECORD

How many days absence from your last/current role have you had this year to date?

On how many occasions have you been absent?

DECLARATION It is important that you read this Declaration carefully and then sign below.

I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of this appointment. I hereby confirm my irrevocable consent to Elmscot to the making of such enquiries as Elmscot deems necessary in respect of my suitability for the post in respect of which this application is made. I hereby accept and confirm the entitlement of Elmscot to reject my application or to terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish Elmscot with any information relevant to my application or to my continued employment with Elmscot or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with Elmscot.

Furthermore, I hereby declare that all the particulars furnished on this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I will be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification.

**FAILURE TO SIGN THIS DECLARATION BELOW WILL RENDER THIS APPLICATION
INVALID**

SIGNATURE: _____ **DATE:** / /

Data Protection Act 1998

All information contained in this form will be treated as strictly confidential, when used for recruitment purposes only. However, Elmscot Ltd is under a duty to protect the children it cares for and to this end may use the information you have provided on this form within its authority for prevention and detection of fraud. It may also share this information with other bodies responsible for safeguarding children.

By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks, which may be made. It will be copied for use during the recruitment process. If you are a successful candidate, your application form will be used as part of your personnel record. Elmscot Ltd will retain your application for future employment opportunities. We will not release this information to any other third party. If you would prefer us NOT to keep your details, please tick this box.

Elmscot Ltd Equality and Diversity Statement
(our full and detailed policy is available on request)

Equality is about ensuring that people are treated fairly and recognising that their individual needs are met in different ways. Diversity is about realising individual differences. By recognising and valuing these differences people can work towards their full potential whilst working together, ensuring supported team work and promoting good role models for the children in our care. Elmscot Ltd is committed to providing a non-oppressive and non-discriminatory environment which combats race, differing needs and or requirements and gender stereotypes and in doing so aims to promote equality of access and opportunity for all children and their families and all those who are employed by, voluntarily work for, or liaise with Elmscot Ltd.

Elmscot Ltd firmly believes that no individual should be excluded from any setting activities on the grounds of age, gender, class, status, means, colour, ethnic origin, culture, religion, sexuality, disability or belief.

Ways in which we endeavour to uphold this policy with regard to employment are:

Elmscot Ltd recognises the importance of providing equality in employment. It is Elmscot Ltd's policy to ensure that everybody has equal access to the positions offered by Elmscot Ltd and no present or potential employees of the Elmscot Ltd receive less favourable treatment because of their ethnic origin, colour religion, gender, disability, political or sexual orientation, age, or marital status, all will be treated fairly and equitably regardless. Commitment to implementing this Equality and Diversity Policy forms part of each employee's job description. Training for all employees to remain current with Trafford's policies is ongoing at all times.



EQUAL OPPORTUNITIES FORM

To monitor the effectiveness of our Equality and Diversity Policy you are asked to complete the following questionnaire. The information gathered will be used to produce overall statistics to identify:

- the effectiveness of different recruitment methods at attracting a diverse range of candidates for vacant roles,
- those candidates who are successful in relation to the diversity of those recruited.

This will enable us to make informed decisions around our recruitment policies and practices to ensure that we are actively encouraging diversity and preventing discrimination.

THIS FORM WILL BE KEPT SEPARATE FROM YOUR APPLICATION FORM. IT WILL NOT BE SEEN BY THOSE RESPONSIBLE FOR SHORT LISTING OR INTERVIEWING APPLICANTS.

Application

Job applied for: _____

Setting: _____ Date of Application: _____

Age

Date of Birth: _____

Ethnicity

Asian or Asian British:

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background
- Specify _____

Mixed Dual Heritage:

- White & Asian
- White & Black African
- White & Black Caribbean
- Any other Mixed background
- Specify _____

Black or Black British:

- African
- Caribbean
- Somali
- Any other Black background
- Specify _____

White:

- British
- Irish
- Polish
- Any other White background
- Specify _____

Chinese or Chinese British:

- Chinese
- Any other ethnic background

Other:

- Gypsy/Traveller

(Please Specify) _____

PTO

Disability

The Disability Discrimination Act considers you are disabled if:

- You have a longstanding physical or mental condition or disability that has lasted or is likely to last at least 12 months, and
- This condition or disability has a substantial adverse effect on your ability to carry out normal day-to-day activities.

Elmscot Ltd has adopted the social model of disability. In contrast with the above, this holds that people with impairments are disabled by physical, organisational or attitudinal barriers.

Do you consider yourself to be disabled as set out under either of the above? **Yes** **No**

Sexual Orientation

How would you describe your sexual orientation?

- | | | | |
|-----------------------|--------------------------|----------|--------------------------|
| Heterosexual | <input type="checkbox"/> | Lesbian | <input type="checkbox"/> |
| Gay | <input type="checkbox"/> | Bisexual | <input type="checkbox"/> |
| Do not wish to answer | <input type="checkbox"/> | | |

Religion / Belief

What is your religious belief?

- | | | | |
|---|--------------------------|-------------|--------------------------|
| Buddhist | <input type="checkbox"/> | Jewish | <input type="checkbox"/> |
| Christian | <input type="checkbox"/> | Muslim | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> | Sikh | <input type="checkbox"/> |
| Humanist | <input type="checkbox"/> | No religion | <input type="checkbox"/> |
| Other Religious beliefs (specify) _____ | | | |
| Do not wish to answer | | | <input type="checkbox"/> |

How did you find out about this job?

- Elmscot Website
- Newspaper (Please specify) _____
- Other (Please specify) _____