



# Employee Application Form

Surname	First Name	Title		
Have you been known by a different name or changed your name by Deed Poll? <span style="float: right;"><b>YES / NO</b></span> If yes, provide details:				
Role for which you are applying	At which Setting (if known)?	Do you require a work permit to work in the UK? <table border="1" style="display: inline-table; border-collapse: collapse; margin-left: 10px;"> <tr> <td style="width: 30px; text-align: center;">Yes</td> <td style="width: 30px; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No			

Address     Postcode	Daytime Contact No.  Mobile Contact No.  E-mail Address:  Full Driving Licence <i>(if applicable to the post)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">Yes</td> <td style="width: 20%; text-align: center;">No</td> <td style="width: 60%;">Class(es)</td> </tr> </table>	Yes	No	Class(es)	ACCESS: Please specify any special arrangements required if called for interview: (e.g. wheelchair access, sign language)  .....  How did you hear about the vacancies at Elmscot? Recommendation <input type="checkbox"/> Newspaper Advertisement <input type="checkbox"/> Website <input type="checkbox"/> Other .....
Yes	No	Class(es)			

**EDUCATION** (please list all qualifications - continue on an additional page if necessary)

Establishment	Qualification	Grade / Level	Dates attended

**PROFESSIONAL TRAINING** (Please continue on another page if required)

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

**FULL EMPLOYMENT HISTORY** Please state in reverse order with current/latest employment first. Continue on another sheet if necessary. Please include explanations for any gaps in employment history.

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
	1.	
	2.	
	3.	
		Current Annual Salary: £
	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"/>

## ROLE SUITABILITY

Please use this section to demonstrate, using examples wherever possible, how you meet the criteria stated on the person specification provided. (Please continue on a separate sheet if necessary).

### ADDITIONAL INFORMATION

Please give details of any achievements, interests or other additional information which you feel may support your application. (Please continue on a separate sheet if necessary).

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**CONVICTIONS** Our Company is committed to safeguarding children and will undertake checks on successful applicants.

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 Check/DBS Check?	YES / NO
If yes, when was it carried out? Please enter the date.	
If you are registered with the DBS Update Service please enter your DBS Update Service ID here.	
Are there any cautions/convictions not yet on your DBS Check or any other issues that we should be aware of that may affect your employment? If so, please explain in writing on a separate sheet of paper and attach.	YES / NO

### 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 an enhanced DBS check will be required and that all relevant qualifications will be checked with the college and/or awarding body. 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 Group 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 Group 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 Group 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 teamwork and promoting good role models for the children in our care. Elmscot Group 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 Group.

Elmscot Group 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 Group recognises the importance of providing equality in employment. It is Elmscot Groups' policy to ensure that everybody has equal access to the positions offered by Elmscot Group and no present or potential employees of the Elmscot Group 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 always ongoing.

## **Elmscot Group Recruitment Policy**

(Our full and detailed policy is available on request)

Elmscot Group recognises that the recruitment of good staff and a strong team is the key to success in any environment and in particular when caring for young children. The Nurseries/Clubs aim to ensure that the best person for each role is selected and appointed by adhering to our recruitment policy when recruiting new team members. This policy gives detailed guidance on the whole recruitment process from role definition to advertising, providing information to perspective candidates, sifting and selection for interview, interviewing and assessment and recruitment decisions right through to the thorough clearance and background checks we carry out.

The recruitment policy specifies that all staff employed by Elmscot Group are required by law to have the following checks, before commencing unsupervised work with the children:

1. Employment Application Form
2. Staff Record form
3. Medical Records Check
4. Two references (one from current or most recent employer)
5. Disclosure and Barring (DBS) check
6. Suitability Checklist
7. Copies of all relevant training certificates (childcare, first aid, etc)
8. Copies of 3 forms of ID (passport, driving licence, birth certificate, P45/P60 etc)
9. Have completed a full induction program, which is recorded and signed by the new employee

On commencement of work at Elmscot Group each team member will undergo an induction training period and will be put on probation for at least three months. Should their performance not meet the requirements of Elmscot Group high standards then their employment will be terminated.

Once employed by the Elmscot Group all staff receive regular supervision and appraisals both to ensure the welfare and wellbeing of the employee as well as that of the children and to ensure consistent quality care.

# Equality and Diversity

The information you provide here will not form part of the recruitment and selection process and will not be seen by short-listing panel.

## Application

Job applied for: .....

Setting: ..... Date of Application: .....

## Age

Date of Birth: .....

## Gender

Legal Gender: .....

Decline to comment

Gender identifier.....

Decline to comment

## Ethnic Origin (please circle which one applies)

### Asian or Asian British:

African

Caribbean

Somali

Any other, specify.....

### Black or Black British:

Bangladeshi

Indian

Pakistani

Any other, specify.....

### Chinese or Chinese British:

Chinese

### Mixed Dual Heritage:

White & Asian

White & Black African

White & Black Caribbean

Any other, specify .....

### White:

British

Irish

Polish

Any other, specify .....

### Other:

Gypsy and Roma

Traveller - Irish Heritage

Decline to comment

## Sexual Orientation (please circle which one applies to you)

How would you describe your sexual orientation?

Heterosexual

Lesbian

Gay

Bisexual

Undeclared/decline to comment

**Religion / Belief** (Circle which one best describes your Religion and Belief)

- Agnostic
- Atheist
- Buddhist
- Jewish
- Christian
- Muslim
- Hindu
- Sikh
- Humanist
- No religion
- Undeclared

Other Religious beliefs (specify) .....

Decline to comment

**Applicants with disabilities**

Elmscot Group Limited is a Disability Confident Employer. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

Do you consider yourself to be disabled under the Equality Act 2010? **Yes / No**

**Smoking Policy**

We are a no smoking nursery & you will be required to sign a declaration to confirm that you will not smoke during or 1 hour, 1 minute prior to commencing your shift.

Elmscot acknowledges that second hand tobacco smoke is both a public and workplace health hazard and have therefore adopted this no-smoking policy. Smoking inside the Nursery building or anywhere in the grounds or the entrance and pavements surrounding the premises is forbidden. It is against the law to smoke on the premises of Elmscot. We request that all staff members and visitors respect the No Smoking signs at all times.

*I confirm that I have read and understood the above and agree to sign a declaration agreeing to adhere to Elmscot Group's smoking policy.*

Signed \_\_\_\_\_

Date \_\_\_\_\_