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| Job Ref No | CA 08/22 |
| Applicant Ref No |  |

**APPLICATION FORM**

# Completed signed application forms must be returned via email to fswc.enquiries@gmail.com

# **Please note that CVs will not be accepted.** Attach additional pages only if you require more space.

**SECTION 1** - **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Position Applied for:** **Childcare Assistant** | **Closing date for receipt of application:** Wednesday 5th October 2022 @ 12.00 Noon |
| **Title:****(e.g. Mr/Mrs/Ms/Miss/Dr/other)****Surname:** | **Forename(s):** |
| **Address including postcode:** | **Email address:** |
| **Home Telephone No:****Daytime Telephone No:****Mobile No:** |  |
| **Asylum and Immigration Act 1996**The Asylum and Immigration Act 1996 requires organisations to confirm that applicants are eligible to work in the UK. It is a requirement by law that before we can appoint any new employee, applicants may be required to provide documentary evidence of their eligibility to reside and work in the United Kingdom. Any offers will be subject to verification of documentation.**Are you eligible to work in the UK?****Yes/No (delete as appropriate)** | Do you hold a full, current driving licence and have access to a car for work ·purposes or, access to a form of transport which will enable you to meet the requirements of the post. Please be advised that this alternative, (i.e.) access to a form of transport, is a “reasonable adjustment” specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. Given the business need for the post-holder to carry out specific duties, the “reasonableness” of this adjustment will be thoroughly considered prior to any appointment being made.**Yes/No (delete as appropriate).****If this is as a result of a disability, please delete as appropriate. Yes/No** |

# **SECTION 2**

This section asks you to demonstrate fully how you meet the essential and desirable criteria for this role as specified in the personnel specification.

Please note that short-listing will be based solely on the information you supply in this section and therefore it is important that you complete section 2 fully and accurately.

If you are relying on qualifications that are not identical to but equivalent to those stipulated, it is your responsibility to provide evidence as to how your qualifications meet the required standard. If equivalence is not immediately clear to the panel, no enquiries will be made by the panel and your application will not proceed as a result.

**ELIGIBILITY CRITERIA**

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| --- |
| 1.Please demonstrate how you meet the **Essential Criteria** as detailed on the Personnel Specification. (Please include the start and end dates, as applicable).  |

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2. Please demonstrate how you meet the **Desirable Criteria** as detailed on the Personnel Specification. (Please include the start and end dates, as applicable).

**3.Current/Most Recent Employer**

**Please outline your present responsibilities in bullet form, stating to whom you are responsible and who is responsible to you (if applicable).**

|  |  |
| --- | --- |
| **Name and address of employer** | **Nature of business** |
|  |  |
| **Are you currently employed by this organisation?** Yes/No (Please delete as appropriate) | **Reason for leaving** |
|  **Title of post held** | **Date Appointed****From: To:** |

### **4. Employment History**

### (Please record your previous employment history, you may use the pages at the end of this document to complete your employment history if required). Where there are gaps in your employment history please provide details.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From****Month/Year** | **To** **Month/Year** | **Name of Employer Nature of Business** | **Job Title** **Main Duties** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |  |

Section 5. Criminal Record

 **5.CRIMINAL RECORD**

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| --- | --- |
| Please give detail of any convictions you have. You | **YES *I* NO** |
| need not include motoring convictions unless your |  |
| driving licence has a current endorsement as a |  |
| result. You need not include convictions which | **If yes, please give dates and details:** |
| are "spent" under the Rehabilitation of Offenders |
| (NI) Order or the Rehabilitation of Offenders Act. |
| Do you have any proceedings pending? | **YES *I* NO** |

 **6.Referees**

 **Please list the names and full addresses of two people who could act as referees, one of whom**

 **must be your current employer, or someone to whom you report to either in your current**

 **employment or to whom you reported in your most recent employment.**

 **Referees will not be contacted until a provisional offer is made.**

**May we approach your present/most recent employer for a reference if we are considering you for an appointment?**

**Yes/No (Please delete as appropriate)**

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Organisation:** | **Organisation:** |
| **Occupation:** | **Occupation:** |
| **Address:** | **Address:** |
| **Tel No:** | **Tel No:** |
| **Email Address:** | **Email Address:** |
| **Relationship to Referee:** | **Relationship to Referee:** |

|  |
| --- |
| **What is the notice period you have to give to your current employer?** |
| **Declaration:**The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate misrepresentation of factual information may prejudice my application or lead to an offer or contract of employment being withdrawn.Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  |

**Note:** A candidate found to have given false information or willfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

#### Please return completed form via email by Wednesday 5th October 2022 at 12.00 Noon to

#### fswc.enquiries@gmail.com

#### LATE APPLICATIONS WILL NOT BE ACCEPTED.

#### NOTE

#### YOU MAY USE THESE PAGES TO CONTINUE EMPLOYMENT HISTORY IF REQUIRED.