



APPLICATION FOR EMPLOYMENT

Royal Naval Pre-school Learning Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will carry out a vetting process to ensure the children in our care remain safe from harm at all times.

We provide early help through support working with local agencies to identify children and families who will benefit and, we undertake assessment of the early help needed and provide targeted services to address those needs.

Personal information you provide to RNPSLO will be treated with strict confidence
Please see separate Job Applicant Privacy Notice.

Please complete this form in black ink.

PART A: PERSONAL INFORMATION

<p>RNPSLO is the name of the charity run by a Board of Trustees. All RNPSLO childcare settings are known as “Jack & Jill’s Childcare” within the area of the city they are located in – eg “Jack & Jill’s Childcare Crownhill”; we have 5 childcare settings in Plymouth and one in Torpoint. For more information visit www.jackandjillschildcare.co.uk</p>	<p><u>Position applied for:</u></p> <hr/> <p>Paid <input type="checkbox"/></p> <p>Volunteer <input type="checkbox"/></p> <p>Student placement <input type="checkbox"/></p>
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Family name (block capitals) :	Title:
Forenames in full (block capitals) :	
Preferred name :	
Address (including post code) :	
Home phone & mobile numbers :	
Email :	
Are you eligible to work in the UK?	
National Insurance number :	

PART B: PERSONAL PROFILE

Please summarise in no more than 120 words why you believe you are suited to this position. (You will be able to expand on your experience, competencies and qualifications in parts C, D and E)

PART C: EDUCATION & TRAINING

Please put your most relevant qualification(s) first - for example NVQ Level 4 CCLD, NVQ Level 3 CCLD, NVQ Level 2 Administration

Date	Subject	Awarding Body	Qualification / Grade

PART D: EMPLOYMENT HISTORY

Starting with your current/most recent employment first please

Dates - start & finish	Employer – name & address	Position held	Major achievements	Final salary & reason for leaving

Please use the space below to explain any gaps in your employment –

PART E: INFORMATION TO SUPPORT YOUR APPLICATION

Please give examples of how you meet the criteria and skills outlined in the job description and person specification. Samples can be taken from work, from volunteering, from extra-curricular activities etc. Please also give further information that is relevant to your application.

PART F: REFERENCES

Please give the names and addresses of two people whom we may contact for a reference, although RNPSLO reserves the right to contact any of your former employers. References given should cover the last 5 years of your employment. The first of your references must be your present employer. If you are unemployed, this should be your last employer. Or if this is your first job, your head teacher or college tutor. Personal references (eg from your GP or friends) are not acceptable.

	Current Employer	Second Reference
Name		
Job title		
Organisation		
Address		
Telephone No		
Email		

How do you know your second referee?

Can we take up your references before interview? **Yes / No**

PART G: GENERAL

<p>Rehabilitation of Offenders Act 1974 <i>Owing to the nature of the work the childcare profession is exempt from the previous provisions of the above Act. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act.</i></p>	<p>Please reply with "yes" or "no" answers below unless otherwise indicated -</p>
<p>Have you at any time been convicted of a criminal offence?</p>	
<p>If the answer to the above is "yes" please provide details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under Section 75 of the Childcare Act; include details of the date of the order etc, the body or court which made the order etc, and the sentence if any imposed</p>	

Do you have a current DBS Disclosure?	
Is your DBS transferable?	
Do you hold a current UK Passport? If so, please provide Passport number	
How did you find out about this position?	
Do you hold a current full driving licence?	
For how long you have held this driving licence?	
Do you have use of a car?	
If appointed, how soon could you join us?	
Do you give consent to hold your details for 9 months to be considered for other positions that may become available?	Yes or No

PART H: DECLARATION

I confirm the information given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I understand also that Enhanced Disclosure will be sought in the event of a successful application.

Signed _____

Date _____