

14 Dukes Meadow
Ingol
Preston
Lancashire
PR2 7AR

Dear

Thank you for your interest in a vacancy with Discovery Vine Childcare. We are specialists in out of school and pre-school childcare and education.

Our vision is to provide good quality, affordable, accessible and sustainable childcare and education, now and in the future.

As an Equal Opportunity Employer we value the wide diversity in our local communities and are seeking to achieve a workforce that reflects this diversity.

Please find enclosed the following documents:

- Job description
- Important advice on completing this application
- Application form
- Rehabilitation of Offenders Act 1974 - advisory note to applicants
- Policy Statement on the Recruitment of Ex-Offenders
- Equal Opportunities Monitoring form
- Equal Opportunities at Work policy
- Data Protection Act 1998 - Fair processing Statement

Before returning your application, please ensure that you have:

- Filled in all the relevant parts of the form
- Signed and dated the form
- Detached and retained the front cover for your own records
- Correctly addressed the return envelope as directed
- Completed the monitoring form
- Read and understood the Data Protection Act - Fair Processing Statement details above.

Jane Shepherd

Lynda Garbutt

APPLYING FOR A JOB WITH DISCOVERY VINE CHILDCARE SERVICES IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability to the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Some points to bear in mind before you start:

- ☺ Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- ☺ Read the employee Specification carefully. This outlines the type and range of skills/experience etc that we would like the candidate to possess or have the potential to develop.
- ☺ Try to complete the form in a concise, well-organised and positive way.
- ☺ Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae.
- ☺ Please remember to complete the Recruitment Monitoring in Employment Form, as this is essential for Discovery Vine Childcare Services to determine whether its Equal Opportunities Policy is working with regards to employment.

Please note that we can only consider applications from E.U. citizens and those holding valid UK visas.

The Disability Discrimination Act 1995 defines a disable person as:

(Relevant to the Monitoring: Job Applicants form).

'A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities'. Or someone who has such a disability but is now recovered. Or someone with a severe disfigurement.

APPLICATION FORM

The following headings correspond to some of the appropriate sections in the application form:

Post applied for and location:

The full job title should be completed and the relevant centre(s) shown.

Name and address:

Make sure that your full name, address and telephone number (if applicable) are legibly written.

Present Appointment and Previous Employment:

Starting with your current or last employer, list all the employers you have worked for, provide job titles and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates are correct and in order.

National Insurance:

You must enter your National Insurance Number on the application form in order for your application to be considered. If you do not have an NI number but are eligible to work in the United Kingdom without restrictions, please provide full details for verification.

Educational and Professional Qualifications:

Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing has been omitted.

Discovery Vine Ltd as an equal opportunities employer intends that no job applicant shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, sexual orientation or disability nor be disadvantaged by any other condition which cannot be shown to be justifiable.



Please complete in block capitals. Any continuation sheets should be marked with your name and the position applied for.

Position applied for:

PERSONAL INFORMATION	
Title	Dr/Mr/Mrs/Miss/Ms/Other*
Surname	
Forenames	
Address	
Postcode	
Telephone number	
Mobile number	
Email address	
Current driving licence [†]	Yes/No*

EDUCATION	
Schools	Qualifications gained
College/University	Qualifications gained

EMPLOYMENT HISTORY (please list in chronological order with the most recent first)			
Dates	Name and address of employer	Start/finish salary	Reason for leaving
Notice required in current post:			

*Please delete as appropriate.

[†]You should only include this if driving is a requirement of the job.

GENERAL COMMENTS
Please list here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post. Continue on a separate sheet, if necessary.

CRIMINAL RECORD
Please note any criminal convictions, except those spent under the <i>Rehabilitation of Offenders Act 1974</i> . If none, please state.

CONFLICT OF INTEREST	
Please declare any family/personal relationship with members of staff currently working within the company/ department where you are applying for employment.	
Name	Name
Department	Department
Relationship	Relationship

This information will be held in the strictest confidence and will only be used to identify potential conflicts of interest. To ensure fairness, transparency and impartiality, it may be necessary to exclude applications where it is felt a significant conflict of interest could potentially have an adverse affect on the company/department.

ENTITLEMENT TO WORK IN THE UK	
If you are not an EU national, do you have permission to work in the UK?	Yes/No*
If yes, you will need to produce evidence of your entitlement to work in the UK before taking up your post if your application is successful.	

REFERENCES	
Please supply the names and addresses of two persons – one of whom should be your present/last employer – from whom we may obtain both character and work experience references.	

Declaration

- I confirm that the above information is complete and correct, and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- I hereby give my authority for the company to contact my own doctor to obtain any further information on my state of health.
- I agree that the company reserves the right to require me to undergo a medical examination in the event of my appointment.
- I hereby give my consent to the company processing the data supplied on this application for the purpose of recruitment and selection.

Signed: Date:

Please return the completed form to:

Post: [Discovery Vine Ltd, 14 Dukes Meadow, Ingol, Preston, Lancashire PR2 7AR](#)

Email: jane@discoveryvine.co.uk

REHABILITATION OF OFFENDERS ACT 1974 CONVICTIONS AND 'SPENT' CONVICTIONS OF A CRIMINAL NATURE

ADVISORY NOTE TO APPLICANTS

The work for which you are applying will have regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any convictions, cautions, bind-overs, or prosecutions pending you may have, even if they would otherwise be regarded as 'spent' under this Act.

These details should be enclosed in a separate, sealed envelope marked 'confidential' - for the attention of the Managing Director. The envelope should state clearly the name of the centre and the work for which you are applying and be returned with your application form.

The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

Discovery Vine Childcare Services are entitled, under arrangements introduced for the protection of children, to check with the Criminal Records Bureau for the existence and content of any criminal record of the successful applicant prior to the confirmation of appointment.

Therefore, successful applicants will be required to complete a disclosure form to enable a check to be undertaken. Failure to consent to this could prevent the application being considered further. This check involves details being obtained of convictions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974, cautions held at national level and may also include non-conviction information. You will receive the results of the check from the Criminal Records Bureau, who will also forward a copy to the Authority. Information received from the Criminal Records Bureau will be kept in strict confidence and will be destroyed in accordance with guidelines laid down by the Criminal Records Bureau.

The disclosure of a criminal record will not debar you from appointment, unless the Authority considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any factors, which may be relevant.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in dismissal or disciplinary action if the discrepancy comes to light.

Under the Criminal Justice and Court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a 'regulated position', such as the post you are applying for.

If you would like to discuss what effect any conviction you have might have on your application, you may telephone the Managing Directors in confidence, for advice.

POLICY STATEMENT ON THE RECRUITMENT OF EX OFFENDERS

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

Where posts are accepted under the Rehabilitation of Offenders Act 1974, applicants who are offered employment will be subject to a DBS check from the Disclosure and Barring Service before the appointment is confirmed. In addition to convictions, this will disclose details of cautions, together with any information, which might be held on the list kept by the DfES/Department of Health relating to the Protection of Children. This lists those individuals considered unsuitable to work with children. The disclosure will also reveal whether the applicant's name is included on the list held by the Department of Health of people considered unsuitable to work with vulnerable adults.

Any information provided from these sources will be considered in the context of suitability for the post in question.

- In using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Discovery Vine Childcare Ltd will comply with the DBS Code of Practice and treat all applicants for positions fairly. We work to ensure that no applicant is discriminated against unfairly, following a disclosure, on the basis of conviction or other information revealed.
- Discovery Vine is committed to the fair treatment of staff and potential staff.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.
- A disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For all positions a Disclosure is required. Application forms and accompanying information will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We seek to ensure that

an open and measured discussion takes place on the subject of any offences or other matter revealed by an applicant who is interviewed that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

- Those involved in the recruitment process will be provided with appropriate guidance to identify and assess the relevance and circumstances of offences, within the context of the post.
- Every subject of a DBS Disclosure will be made aware of the existence of the DBS Code of Practice and a copy will be available on request.
- Any matter revealed in a Disclosure will be discussed with the person seeking the position before withdrawing a conditional offer of employment.

All successful applicants will be required to apply for DBS clearance prior to appointment.

RECRUITMENT MONITORING IN EMPLOYMENT

MONITORING JOB APPLICANTS FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us by legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form with your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes; details will not be available to members of the selection panel.

EQUAL OPPORTUNITIES MONITORING FORM

DETAILS OF POST APPLIED FOR:

CENTRE(S):

POST APPLIED FOR:

(please tick the following that apply to you)

I AM: MALE FEMALE

A) WHITE

BRITISH

IRISH

OTHER WHITE BACKGROUND (PLEASE STATE): _____

B) MIXED

WHITE AND BLACK CARIBBEAN

WHITE AND BLACK AFRICAN

WHITE AND ASIAN

ANY OTHER MIXED BACKGROUND (PLEASE STATE): _____

C) ASIAN OR ASIAN BRITISH

INDIAN

PAKISTANI

BANGLADESHI

ANY OTHER ASIAN BACKGROUND (PLEASE STATE): _____

D) BLACK OR BLACK BRITISH

CARIBBEAN

AFRICAN

OTHER BLACK BACKGROUND

E) CHINESE OR OTHER ETHNIC GROUP

CHINESE

OTHER

OTHER (PLEASE STATE): _____

DO YOU HAVE A DISABILITY OR ARE YOU A DEAF PERSON YES NO

HOW DID YOU FIND OUT ABOUT THIS JOB? (PLEASE STATE):

Thank you for your assistance. Your co-operation will help promote equality of opportunity.
DATA PROTECTION ACT 1998 - FAIR PROCESSING STATEMENT

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998.

The 'data controller' in respect of information about job applicants for this post is Discovery Vine Childcare Services.

Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then destroyed. Equal Opportunities information is used for statistical monitoring, which is not related to named individuals.

Details of unsuccessful applicants for casual posts may be retained for longer than 12 months with the consent of the applicant.

Discovery Vine Ltd contact for data protection matters is:

**Discovery Vine Ltd
14 Dukes Meadow, Ingol,
Preston, Lancashire. PR2 7AR.
TEL: 01772 731808**

EQUAL OPPORTUNITIES AT WORK

Why do we need the Policy?

- Discovery Vine Childcare Services are striving to be an Equal Opportunities Employer.
- We also recognise that in the past certain groups of people have been disadvantaged in gaining employment and are taking action to overcome such disadvantage.
- We are committed to ensuring all employees have equal treatment in the workplace and to ending any under-representation of groups in our workforce.

In seeking to implement this Policy Discovery Vine Childcare Services:

- Distributes information widely on its job vacancies and encourages job applications from under-represented groups.
- Has a complaints Procedure, which can be used by any employee or job applicant who feels he/she has been treated unfairly.
- Provides a variety of training courses for its staff on equal opportunity issues including recruitment and selection.
- Monitors and reviews its policy.
- Has implemented a package of flexible working arrangements.

Equal Opportunity employment Arrangements for women and men from all communities.

- Provision of job/career opportunities.
- Voluntary Reduced Hours.
- Maternity/Maternity Support and Adoption Leave Schemes.
- Childcare Provision/Information.
- Recognition of religious and cultural needs in the workplace.
- A policy to deal with sexual or racial harassment and bullying issues.

Positive action for people with disabilities

- We interview all disabled job applicants who meet the essential requirements advertised for a vacancy.
- We seek to retain employees and make any reasonable adjustments if they become disabled.
- We seek to assist applicants obtain employment including any necessary adjustments to the selection process.

For further details of these Policy arrangements telephone **(01772) 731808**

This Application Pack is also available in the following languages: Punjabi, Urdu, Gujarati and Bengali