

## **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 Childcare Services 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.**

# *Discovery Vine Childcare Services*

## Application form

Post:

**Personal Details:(please complete in BLOCK CAPITALS)**

Name: Home Address:  Post code: Email Address:	Tel. No. Home: Tel. No Work:
National insurance number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Do you hold a current Driving Licence?                      Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Qualifications:**

Place of study	From	To	Course / subjects studied	Qualifications obtained

**Training:** (Details of any other training or qualifications eg. Short courses)

Date	Duration of course	Organising body	Course title (including any qualifications obtained)

## *Discovery vine Childcare Services*

**Present Employment:** (Or most recent employment)

<b>Name and address of employer:</b>   Post code:	<b>Position held:</b>  Grade:  Salary:
<b>Date appointed:</b>	<b>Notice required:</b>
<b>Brief outline of duties and responsibilities:</b>     	

**Previous Employment:** ~ (In date order, starting with the most recent first)

<b>Dates</b> From      To	<b>Employer</b>	<b>Position held</b>	<b>Grade/salary</b>

**Referees:**

<b>1. Name:</b> Address:   Post code: Tel no:	<b>2. Name:</b> Address:   Post code: Tel no:
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## *Discovery vine Childcare Services*

### **Experience / General Information In Support of Application:**

**Please give a concise account of relevant experience, current duties, or achievements in support of this application. Please include all those relevant to the list of essential experiences, skills etc. for the post set out in the Employee Specification. Also include any appropriate voluntary and other interests.**

**(Please use extra sheets if necessary)**

A large, empty rectangular box with a thin black border, intended for the applicant to provide their experience and general information in support of their application. The box is currently blank.

*Discovery vine Childcare Services*

Do you consider yourself to have a disability, or to be a deaf person?

Yes  No

Have you been convicted of a criminal offence? Yes  No

If yes, please specify date of conviction, Court, nature of offence and sentence imposed:

.....

.....

(Any information you provide will be treated as strictly confidential and will be considered only in relation to your application. Please see enclosed policy statement on the recruitment of ex-offenders)

**Declaration:**

I declare that the information on this form is correct and understand that if appointed, I will be liable to disciplinary action including dismissal and/or criminal action should I knowingly give false information.

Signature:..... Date:.....

Please return your completed application form to:  
**Discovery Vine Childcare Services, 14 Dukes Meadow, Ingol,  
Preston, Lancashire PR2 7AR**

**TEL: 01772 731808**

Would you please note that, in the interests of economy, the receipt of your application is not acknowledged. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. You may telephone the office if you wish to check on the progress of your application.

## 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 excepted under the Rehabilitation of Offenders Act 1974, applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau, 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 Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Discovery Vine Childcare services will comply with the CRB 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 CRB Disclosure will be made aware of the existence of the CRB 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 complete Social services clearance forms prior to appointment.

Please refer to the attached 'CRB Clearance procedure' to request CRB clearance.

## 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 Childcare Services contact for data protection matters is:  
Discovery Vine Childcare Services  
14 Dukes Meadow, Ingol,  
Preston, Lancashire. PR2 7AR.  
TEL: 01772 731808**

14 Dukes Meadow  
Ingol  
Preston  
Lancashire  
PR2 7AR

Dear ,

Thank you for your interest in a vacancy with Discovery Vine Childcare Services. 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

## **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.
- A 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) 731808/721320**

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

Vacancies are also advertised in the local press, Job Centres, Childcare Agencies.