



Application Form for Assistant / Sessional Play Leader

For official use only
Job Title:
Candidate Number:

Private and Confidential

The first 2 pages of the application form will be detached as soon as it is received and will not be used in the short listing process. You will be assigned a candidate number and your personal details on page 1 will only be reattached to the main application form after short listing has taken place. The interview panel will not see pages 1 and 2 until after the interviews. This is to ensure that candidates are not discriminated against because of any information supplied.

Please complete the whole form in BLOCK CAPITALS (using Black Ink) or TYPESCRIPT

PERSONAL INFORMATION

The personal information you provide will only be used by us in the recruitment process and it will be destroyed when an appointment has been made. It will not be passed to anyone else.

Surname	First Name(s)	Title
Address	Contact Details:	
Postcode	Daytime Tel No.	
	Evening Tel. No.	
	Mobile Tel No.	
	Email	
How long have you been at this address?		
If less than 12 months, please give your previous address, including post code.		
How long did you live there?		

Interview Access

Have you any specific access needs to be able to attend and take part in the interview?

Yes No

If yes please specify:

Please note that this page will not be seen by the interviewing panel until after the short listing.

For official use only

Job Title:

Candidate Number:

Disability Discrimination Act

Have you a disability as defined under the Disability Discrimination Act 1995?

Yes. No

If yes, please specify:

Have you any specific needs that might require reasonable adjustments to be made in the workplace to enable you to undertake the post?

Please provide the name and address of your GP, who will be contacted for a medical reference if you are the successful candidate.

Name

Address

Postcode

ELIGIBILITY TO WORK IN THE UK

Do you need a work permit to work in the UK?

Yes _____ No _____

If short listed you will be required to provide proof of eligibility to work.

NOTICE PERIOD and CURRENT SALARY

If appointed, how soon could you take up employment with us?

Current Salary
£

How did you find out about this post?

DECLARATION

I confirm that all the information I have given in this application form is correct and true and I understand that misleading statements may result in my dismissal if they become known after my appointment.

I understand that if my application is successful I will be asked and expected to work within the policies, requirements and procedures explained and set down by the employer.

Signed:

Print Name:

Date:

Please note that this page will not be seen by the interviewing panel until after the short listing.

Job application form

For official use only

Job Title:

Candidate Number:

EDUCATION and TRAINING

<p>Please give details of education and qualifications gained, beginning with the most recent and including your secondary school record.</p>	Date/s
---	--------

NB: If called to interview you will be required to bring evidence of qualifications achieved. If appointed, qualification claims will be independently verified and if proved false will lead to dismissal.

List any other training undertaken, formally or informally.	Date/s
---	--------

Applicants for this post **must** be registered or agree to be registered with the Scottish Social Services Council.

Are you currently registered with the Scottish Social Services Council? YES ____ NO ____

NB: If you have answered yes and are called to interview you will be required to bring evidence of your registration with the Council. If appointed, registration claims will be independently verified and if proved false will lead to the offer of employment being withdrawn.

For official use only

Job Title:

Candidate Number:

This post is deemed regulated work with children. Applicants for this post **must** be a member or agree to be a member of the Protecting of Vulnerable Groups Scheme.

Are you a member of the Protecting of Vulnerable Groups Scheme? YES ____ NO ____

NB: If you have answered yes and are called to interview you will be required to bring evidence of your membership of the Scheme.

EMPLOYMENT HISTORY

Are you currently employed? Yes No

PRESENT EMPLOYER

Name Address Postcode	Tel No
	Email
	Date started employment
Current Job Title	Give a brief description of current duties and responsibilities.

For official use only

Job Title:

Candidate Number:

EMPLOYMENT and CAREER HISTORY

Please start with most recent employment/career history.

Date/s	Employer's Name and Address	Job Title	Brief description of duties and responsibilities	Reason for leaving

Please continue on a separate sheet if necessary.

Give details of any community and/or voluntary work that you are currently involved in or any that you have previously been involved in.

What are your interests/hobbies?

For official use only

Job Title:

Candidate Number:

REFEREES

Please give the names and addresses of two referees.

You **must** use the name of your present or most recent employer as a referee. (If you have never been employed or have been unemployed for a long time, personal references will be accepted but **must not** be from a relative.)

Name Job Title Address Postcode	Name Job Title Address Postcode
Tel No Email	Tel No Email
In what capacity do you know this person (friend, colleague etc)?	In what capacity do you know this person (friend, colleague etc)?
May the referee be contacted prior to interview? YES NO	May the referee be contacted prior to interview? YES NO

ADDITIONAL INFORMATION

Please use this section to explain why you are applying for the post and how your qualities, skills and experience relate to the duties and responsibilities specified in the job description.

VETTING PROCEDURES

Checking staff and volunteers are suitable to work with children is an important part of safe recruitment practice within the group.

It is the policy of Dunscore Pre-school Centre that all *preferred* candidates complete a self-declaration form when accepting a post that is deemed regulated work with children and where normal duties include one or more of the following:

- work in an educational establishment
- work on day care premises where there is regular contact with children
- caring for, training, supervising or being in sole charge of children
- unsupervised contact with children under arrangements made by a responsible person
- supervising and managing the day to day performance of individuals who are involved in one or more of the above.

The Protecting Vulnerable Groups Scheme (PVG Scheme), which came into force in Scotland on 28th February 2011, makes it possible for employers to do a quick and simple vetting and barring check to verify that a person is not known to be unsuitable to do regulated work – paid or unpaid - with vulnerable groups, which includes children. Vetting information is conviction and non-conviction information held by the police that is considered relevant. For these checks to be undertaken, the preferred candidate must be or agree to become a member of the **Protecting Vulnerable Groups Scheme (PVG)** which can be done via the CRBS or Disclosure Scotland. The appointment of the preferred candidate will only be confirmed when a satisfactory PVG Scheme Record is obtained.

Please note that it is an **offence** to apply for a post to undertake regulated work with children if you have been barred.

You can find out more information about the PVG Scheme from the CRBS www.crbs.org.uk or Disclosure Scotland www.disclosurescotland.co.uk

1. Self-Disclosure Form

Please tick to confirm that you agree to complete a self-declaration form if you are the preferred candidate. Please tick

2. Protection of Vulnerable Groups: Scheme Membership

Are you a member of the Protecting of Vulnerable Groups Scheme?

Yes No

If no, please tick to confirm that you understand and agree to apply for Scheme membership should you be offered the post. Please tick