GUIDANCE TO COMPLETE MEADOWS CARE APPLICATION FORM

It is important that you complete this form accurately and in full. It must be typed or written in **BLACK INK.** The information requested is important and is essential to processing your application. Please note that a CV alone will **not** be accepted.

**SECTION 1: - Your Details**

Please complete every section of this page.

In the section “Are there any restrictions on you taking up employment in the UK?”, if you record

“yes”, please give full details.

**SECTION 2: - Employment**

**A**. Complete this section fully. We require the full postal address including the postcode. Please ensure that you record your current line managers name and full contact details, including e mail, (if available), and phone number.

**Please note:** We must contact any former employer, even if they are not listed as a preferred referee, if you have worked with young/vulnerable people in a paid or unpaid capacity.

Please note that Meadows Care Ltd.’s referencing policy dictates, in compliance with Government guidelines, that we must obtain a reference from your current or most recent employer prior to you starting work with us.

We will not, however, approach this person without your express consent, in order to preserve confidentiality.

**B. Previous Employment & References –** Please list all your other jobs since leaving school / College / University, including those overseas. These must be listed in chronological order with the most recent first. You must include date, month and year of employment. We require exact dates of all your employment. Meadows Care will need a minimum of 2 references prior to you starting with us. We usually need at least five consecutive years of employment.

*Previous employment in childcare or groups of vulnerable people if you have ever worked in childcare or with vulnerable people we will request a reference from this employment, no matter how long ago this was, in order to satisfy legal standards.****t* ill contact every &** /college/university, including

**C. Gaps / Breaks in Employment** - Please provide a written explanation of any gaps / breaks in your employment history. You must record if you took time off to look after any dependents, a gap year. All gaps will be checked and verified. If you do not include this information we may decide not to short-list you. There cannot be any unexplained gaps in your employment history. (The Children Act 1989).

**D**. **Dismissal** – Please provide any details if you have ever been suspended from work, and / or dismissed from any employment. Please provide details on a separate sheet if required.

**E. Unpaid / Voluntary experience –** You may have gained skills and experience that meet some of the criteria within the person specification. Your own life experiences may also contribute to meeting some of this criteria.

**SECTION 3**

**A. Education and Qualifications – The Person Specification relevant to the job role you are applying for, will tell you which qualifications are essential or desirable. Please list your qualifications in date order with the most recent first. You will be considered for shortlisting only if you have the essential qualifications for the post. If shortlisted, you will be required to provide proof of essential qualifications at interview. Relevant National Vocational Qualifications / Diploma’s and teaching certificates should be included in this section.**

**Please use this format:**

|  |  |  |  |
| --- | --- | --- | --- |
| High School Name: | Date Awarded: | Qualifications Awarded: | Grade(s): |
| *Eg. Falinge High School, Rochdale* | *July 2009* | *8 GCSES including English & Maths* | *2 A’s (Including English), 3 B’s (Including Maths) & 3 C’s* |

**B + C. Other Qualifications /training -** Please provide information about other qualification or any non-qualification training courses you have completed, eg. First Aid, Moving & Handling **a** Please provide information about other qualification or Complete section if you are a member of any professional body.

**SECTION 4** e

**DBS Checks,**

**A.** For any role in childcare, you are required to submit to a **Disclosure & Barring Service check**. An enhanced disclosure made by the DBS will remain strictly confidential. We will complete this check if you have never had one completed before. If your DBS is portable, please record your certificate number as this will be checked on the Update Service.

You must declare any previous or pending allegations on your application form.

**Cautions, Rehabilitation and Criminal Records -**

**B.** Due to the nature of the work you are applying for, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exception Order 1975 as amended by the Exceptions (Amendment) Order 1986. This means that convictions that are **spent** under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment of employment. Any information will be confidential and will be considered only in relation to the application.

**Disqualification (by association)**

**C.** As a potential staff member you must disclose if you reside with another person who is disqualified from working with children due to offences covered in the Childcare Act 2006.

**SECTION 5**

**How you meet the person specification:**

**THIS IS ONE OF THE MOST IMPORTANT PARTS OF YOUR APPLICATION.** You should take time to plan this properly and consider what you are recording.

Use the Person Specification for your specific job role, to help you pick out the relevant parts and organise the information concisely. Focus on how you meet the job requirements. It is not enough to simply state that you meet the criteria – you should explain how and give specific examples from your previous paid, unpaid or voluntary work.

Continue on a separate sheet if necessary.

**SECTION 6**

Read through the statement carefully, ensure you understand completely before signing the application form.

**Section 7**

We all have a responsibility to Safeguard children and young people. This section covers your responsibility within this area. Please read and sign to state you understand and accept these terms.

**SECTION 8**

In accordance with its equal opportunities policy, the Company will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

To enable the Company to ensure compliance with that policy, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions, but if you do respond, all information provided will be treated in confidence and will be used solely by the HR / Recruitment Department for the purpose of providing statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will be stored separately. You can always mail this form separately if you wish.