

Clowns Nursery Manor House Pre-School


Application Form

Clowns Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Nursery is legally required to carry out a number of pre-appointment checks which are detailed in the Nursery's Recruitment and Suitability Policies and Procedures. The information you are being asked to provide in this form is required so that the Nursery can comply with those legal obligations should your application be successful.

POSITION APPLIED FOR:

Section 1: Personal Details

Title: Choose an item.	Forenames:	Surname:	Preferred name:
Date of birth: Click or tap to enter a date.		Email address:	
Full name on birth certificate:			
National Insurance number:			
Address:		Mobile number:	
		Home number:	
Are you eligible for employment in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:			
Do you have Qualified Teacher status?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Teacher's registration number (if applicable):			
Do you have an accredited NVQ Level 3 certificate, or above, in childcare?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please specify exact qualification(s):			
If you have an alternative qualification, please specify:			
Have you read the Nursery's Safeguarding and Child Protection Policy?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
 Safeguarding & Child Protection Policy			

Section 2: Sanctions, Restrictions and Prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)), any equivalent body in the UK or a regulator of the teaching profession in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent educational institution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If answering "Yes" to any of the questions in Section 2, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

Section 3: Education

Please start with the most recent.

Name of school/college/university	Dates of attendance	Examinations			
		Date	Subject	Results	Awarding body
	From: Click or tap to enter a date.				
	To: Click or tap to enter a date.				
	From: Click or tap to enter a date.				
	To: Click or tap to enter a date.				

Section 4: Other Vocational Qualifications, Skills or Training

Please provide details of any vocational qualifications that you possess or training that you have received, which you consider to be relevant to the role for which you have applied.

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Section 5: Current/Most Recent Employment

Current/most recent employer:	Current/most recent job title:
Date employment started: Click or tap to enter a date.	Date employment ended (if applicable): Click or tap to enter a date.
Employer's address:	Current salary/salary on leaving:

Reason for seeking other employment:

Please state when you would be available to start employment if offered:

Section 6: Previous Employment and/or Experience Since Leaving Secondary Education
Please continue on a separate sheet if necessary.

Dates	Name and address of employer	Position held and/or duties	Reason for leaving
From: Click or tap to enter a date.			
To: Click or tap to enter a date.			
From: Click or tap to enter a date.			
To: Click or tap to enter a date.			

Section 7: Gaps in Employment
If there are any gaps in your employment history, e.g. looking after children, sabbatical year. If so, please provide details and dates.

Section 8: Interests

Please give details of your interests, hobbies or skills; in particular, any which could be of benefit to the Nursery for the purposes of enriching its extracurricular activities. At Clowns, we value the wealth of diverse experiences our staff bring with them to the nursery and we take pride in acknowledging and celebrating these experiences. Please also use the space below to detail any cultural or creative experiences that you feel you would bring to the nursery.

Section 9: Suitability

Please give your reasons for applying for this post and explain why you believe you are suitable for the position. Study the job description and person specification, and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 10: Criminal Record

The Nursery applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children's Barred List check for all positions at the Nursery which amount to regulated activity. It is unlawful for the Nursery to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Nursery. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the Nursery is conditional upon the Nursery being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The Nursery is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form).** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Nursery's objective assessment procedure set out in the Nursery's Recruitment and Suitability Policies and procedures.

It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.**

<p>Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1).</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Is there any relevant court action pending against you?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

Section 11: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The Nursery intends to take up references from all shortlisted candidates before interview. The Nursery reserves the right to take up references from any previous employer.

If the Nursery receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the Nursery may take up references from your overseas employers.

The Nursery may also telephone your referees in order to verify the reference they have provided.

Referee 1

Title: Choose an item.

Full name:

Occupation:

Organisation name:

Organisation address:

Contact number:

Work email address:

May we contact prior to Interview?

Yes

No

Referee 2

Title: Choose an item.

Full name:

Occupation:

Organisation name:

Organisation address:

Contact number:

Work email address:

May we contact prior to Interview?

Yes

No

Section 12: Recruitment

It is the Nursery's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the Nursery's Recruitment policy and Safeguarding and Child Protection Policy are available for download from the Nursery's website. Please take the time to read them.

If your application is successful, the Nursery will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed 6 months after the date on which you are notified of the outcome. Please refer to the Nursery's Data Protection policy for further detail on how such information is retained by the Nursery.

How we use your information

Information on how the Nursery uses the personal data of applicants is set out in the Nursery's Recruitment and Suitability Policies and procedures which can be obtained by emailing the Operations Manager directly on dudzai@clownsnursery.co.uk.

Section 13: Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.
- I am aware that, in line with Keeping Children Safe in Education 2023, the nursery may so an online search on me as part of thier due diligence checks.

Signed

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Date

Click or tap to enter a date.

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Where this form is submitted electronically and without signature, electronic receipt of this form by the Nursery will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13.

Appendix 1: Spent Convictions and the DBS Filtering Rules

Spent Convictions

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction

Prison sentence of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order
Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period

Filtering Rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.